

Issued Summer, 1991

University of Massachusetts at Boston

Bulletin



Fall, 1991



University of Massachusetts at Boston
Division of Continuing Education
Harbor Campus
Boston, MA 02125-3393

UMass Boston

Continuing Education

Credit and non-credit courses at affordable costs for your personal growth, professional development, and college degree requirements.

Evening classes in Boston, (Copley Square), Braintree, Hanover, Wakefield, and West Roxbury.

Saturday classes at UMass/Boston's Harbor Campus.

And opportunities for non-credit professional training.

To learn more, call 617 287-7900.



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How to Use this Bulletin

This Bulletin describes credit courses offered by UMass/Boston's Division of Continuing Education. These courses are offered during the evening at a number of off-campus sites, and on Saturday mornings at the University's Harbor Campus. Schedule information for each course appears in the course description section that begins on page 5, and also in the listing of courses by location that begins on page 11. The academic calendar and registration procedures outlined on page 2 and 3 apply only to Continuing Education credit courses. The academic calendar and registration procedures for the Division's special programs are described in the section called "Special Programs" beginning on page 14.

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Academic Calendar for Credit Courses

2	Registration Deadline	September 3
13	Late Registration*	September 4–6, or first class meeting
13	Off-Campus Classes Begin	Week of September 9
15	Saturday Classes Begin	September 14
15	Add/Drop Deadline	September 20
13	Holidays	October 14 November 11
4	Thanksgiving Recess	November 28–30
5–10	Midsemester	October 21
11	Pass/Fail Deadline	November 1
4	Withdrawal Deadline	November 1
13	Off-Campus Classes End	Week of December 9
2	Registration Deadline for Intercession Classes	December 11
4	Saturday Classes End	December 14
15	Final Exams for Off-Campus Classes	Week of December 16
13	Final Exams for Saturday Classes	December 21
13	Intercession Begins	January 6
2	Final Exams for Intercession Classes	January 30
3–4	Spring 1992 Registration Deadline	January 31
14	Spring 1992 Saturday Classes Begin	February 8
14	Spring 1992 Off-Campus Classes Begin	Week of February 10
12	Final Exams for Spring 1992 Saturday Classes	May 16
11–12	Final Exams for Spring 1992 Off-Campus Classes	Week of May 18
5–10		
14–16		
13		

*\$25 late fee. (For details, see "Late Registration", page 3.)

Registration Form for Continuing Education Credit Courses

Please be sure to provide the numbers requested below. They are needed for coding purposes.

Social Security #: - -

Name
Last First Middle Initial

Address
No. & Street City State Zip

Current UMass/Boston Student? Non-Matriculated Matriculated
Student at other college or university? Yes No
If Yes, where? Major _____

Sex
 Male Female

Date of Birth
Month Day Year

Daytime Phone: () _____

Evening Phone: () _____

Ethnic Survey Information (Required by Federal Government)

- A. American Indian/Alaskan Native
- B. Black Non-Hispanic
- C. Asian or Pacific Islander
- D. Hispanic
- E. Non-resident Alien
- F. White Non-Hispanic
- G. Other _____
- H. Do not wish to report

Please follow the example below when indicating course selections. Be sure to include six-digit schedule numbers.

Sched. No.	Title	Dept. & Course No.	Site	Credits	Course Fee/Cr.	Lab Fee (if any)	Total Course & Lab Fee
2 3 2 3 2 3	FRANCE IN THE 17 th CENTURY	HIST 496	BRANTREE	3	x \$85.00	+ _____	= \$225.00

Course Selections

Sched. No.	Title	Dept. & Course No.	Site	Credits	Course Fee/Cr.	Lab Fee (if any)	Total Course & Lab Fee
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	x \$85.00	+ _____	= _____
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	x \$85.00	+ _____	= _____
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	x \$85.00	+ _____	= _____
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	x \$85.00	+ _____	= _____

Full payment must accompany all registrations.

Method of Payment

- VISA MasterCard
- Check Other

Make checks payable to University of Massachusetts Continuing Education

Send checks and forms to:
Division of Continuing Education
Box C
University of Massachusetts
at Boston
Boston, MA 02125-3393

MasterCard and VISA Only

The University of Massachusetts at Boston, Division of Continuing Education, will accept MasterCard or VISA for payment of fees. If you would like to make use of this service, please provide the information requested.

Account No. _____

Expiration Date _____

Student's Name (Print) _____

Student's Signature _____

Print name of person to whom card was issued if different from above.

If a student withdraws or a course is cancelled, the refund will be made only as a credit to the student's MasterCard or VISA account.

Course Fees

Undergraduate \$85.00/credit

Please Calculate payment below.

Course and Lab Fees (total)

Total Service Fees \$25.00

Additional Fees _____

Subtotal

Late Fee (if applicable) \$25.00

Total Payment Enclosed

Improperly completed forms and/or checks cannot be accepted, and therefore will be returned unprocessed.

For Continuing Education Office Use Only

Received by: _____

Sites

Credit courses for the fall semester will be offered at the following locations:

- **UMass/Boston Harbor Campus**
Directions: Southeast Expressway (south) to Exit 15, Columbia Road; Southeast Expressway (north) to Exit 14, Morrissey Boulevard; follow signs. MBTA Red Line to JFK/UMass station.
- **Copley Square, Boston**
Snowden International School
150 Newbury Street
Directions: Newbury Street to Dartmouth Street. MBTA Green Line to Copley station.
- **Braintree**
Braintree High School
128 Town Road
Directions: Route 128 to Route 37 south; take Granite Avenue at "Five Corners" intersection; left onto Town Road.
- **Hanover**
South Shore Regional Vocational Technical High School
Webster Street
Directions: Route 3 to Route 53 north to Route 123 west (Webster Street).

- **Wakefield**
Northeast Metropolitan Regional Vocational High School
Hemlock Road
Directions: Route 128 or Route 1 to Walnut Street; turn onto Water Street; right onto Farm Street; go past high school and left onto Hemlock Street.
- **West Roxbury**
West Roxbury High School
1205 VFW Parkway
Directions: Follow Route 1 (Fenway, Riverway, Jamaicaaway, Arborway, Centre Street) to VFW Parkway.

For more detailed directions to any site, please call the Division of Continuing Education at 617 287-7900.

For information on registration, see "Registering for Continuing Education Courses", page 3.

Please Note: Improperly completed forms and/or checks cannot be accepted, and therefore will be returned unprocessed.

Summer, 1991 Volume 11, Number 4

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This publication was produced and distributed at no cost to the Commonwealth of Massachusetts. The Division of Continuing Education receives no state funds to support its operations. All expenses are met with funds generated by its programs.

The University of Massachusetts at Boston is an affirmative action/equal opportunity employer and prohibits discrimination in all its policies and programs, on the basis of race, color, sex, age, religion, national origin, sexual orientation or preference, handicap condition, or veteran status. All inquiries regarding Title IX of the Educational Amendments of 1972 and/or Section 504 of the Rehabilitation Act of 1973 may be directed to the Director of Affirmative Action, University of Massachusetts at Boston, Harbor Campus, Boston, MA, 02125 (617 287-5180). Inquiries regarding the application of the non-discrimination policy may also be directed to the Coordinator or the Assistant Secretary for Civil Rights, US Department of Education.

The University of Massachusetts at Boston is accredited by the New England Association of Schools and Colleges, which accredits schools and colleges in the six New England states. Membership in the Association indicates that the institution has been carefully evaluated and found to meet standards agreed upon by qualified educators. The University of Massachusetts at Boston is a member of the North American Association of Summer Sessions and the National University Continuing Education Association.

Opportunities for Adult Learners

As greater Boston's only public university, the University of Massachusetts at Boston is committed to providing opportunities for all persons seeking access to quality higher education in the area it serves. The University has undertaken a special commitment to those adults beyond traditional "college age" who have daytime obligations and responsibilities at work and at home. This commitment is demonstrated by the evening off-campus, Saturday morning, and summer course offerings of the Division of Continuing Education, and by the University's Extended Day schedule of late afternoon and evening courses offered at the Harbor Campus. Many courses are open both to matriculated (degree-seeking) students and to non-matriculated (non-degree-seeking) students. UMass/Boston students are free to combine day, evening, off-campus, Saturday, and summer classes to suit their individual needs.

Continuing Education Courses

Introductory and intermediate-level courses in many disciplines are offered by the Division of Continuing Education on weekday evenings and Saturday mornings. These courses are particularly suited to the needs of the adult who may wish to begin or return to a previously interrupted college educational experience. The program also schedules courses specifically for nurses and for vocational educators.

Special Programs

The Division of Continuing Education also conducts many non-credit special programs—courses, workshops, seminars—both on and off campus, in order to serve various business and professional groups, individuals seeking instruction in specialized fields, and those who simply wish to explore new areas of interest. Many programs are the result of the Division's cooperation with groups and institutions in the larger community. The Division can also assist professional groups in organizing and conducting conferences, workshops, and seminars; and welcomes proposals or suggestions for additional activities it might sponsor. Finally, through a special program in cooperation with the University of Rhode Island's Graduate School of Library and Information Studies, the Division of Continuing Education offers, for credit, courses in Boston that meet requirements for the University of Rhode Island's master's degree in Library and Information Studies.

Summer Courses

Each summer, the Division of Continuing Education offers hundreds of day and evening courses at the University's Harbor Campus and Downtown Center. Summer session courses provide an opportunity for matriculated students to accelerate their progress, and for both matriculated and non-matriculated students to take courses that are unavailable to them or do not fit their schedules during the regular academic year.

Intersession Courses

Each January, the Division of Continuing Education offers a selection of courses at the University's Harbor Campus. Like the summer session, intersession offers matriculated and non-matriculated students many special interest courses, and provides an opportunity for matriculated students to accelerate their progress.

Extended Day Schedule

During the academic year, the University offers a wide variety of undergraduate and graduate courses on the Harbor Campus from 4:00 to 10:00pm, in the Extended Day schedule. These courses are particularly suited to the needs of persons who are seeking UMass/Boston degrees. There are a number of undergraduate majors and graduate programs that students can complete by taking courses entirely within the Extended Day schedule. However, many students also enroll for professional advancement or personal enrichment, or simply to experience University life before applying for admission.

Further Information

For information about Continuing Education courses, special programs, summer courses, or extended day courses, please call Mary Lang Crumlin in the Division of Continuing Education at 287-7900. Ms Crumlin is available for advising during the day or evening, by appointment, at the Division of Continuing Education's Harbor Campus Office (Wheatley Hall, 2nd floor, room 203).

For further information about admission requirements for older students, or for general information about admissions, call UMass/Boston's Admissions Office at 287-6000.

Registering for Continuing Education Courses

Who May Enroll

UMass/Boston undergraduate credit courses are open to: 1) students who may be considering matriculation into a degree program at UMass/Boston or elsewhere; 2) students matriculated at other institutions who will use UMass/Boston credits to meet degree requirements at their home institutions; and 3) matriculated UMass/Boston students. Anyone who has graduated from high school or who has earned a high school equivalency certificate is invited to begin or continue taking courses at UMass/Boston. Please see the regulations on page 10 governing academic retention standards for matriculated and non-matriculated students.

The University assumes that students registering for undergraduate courses will accurately assess their ability to do college work. Students should be aware, however, that they are responsible for meeting prerequisites for certain courses.

If a student's ultimate goal is to obtain a UMass/Boston degree, it is to the student's advantage to apply for formal admission (matriculation) as early as possible. Most part-time students matriculate after having completed their first two or three courses; when they do matriculate, they can choose to attend full-time or to remain part-time. Matriculated students are assured that their degree requirements will not be affected by subsequent changes in the University's curriculum; consequently they find it easier to plan schedules including courses that meet their individual requirements. Matriculated students may also change from one degree program to another, and may proceed toward the degree at their own pace. All UMass/Boston courses offered for credit, during the fall, the spring, or the summer semester, whether on- or off-campus, day or evening, are equivalent in content and method of instruction.

Mathematics Diagnostic Test

All students wishing to register for introductory courses in mathematics (through first-semester calculus) or in computer science must first take the University's Mathematics Diagnostic Test (See Mathematics Diagnostic Test, page 5.)

Registration by Mail, Telephone, or FAX

Registration in advance by mail, telephone, or FAX is the preferred method of enrolling in Continuing Education courses. Because of high demand for certain Continuing Education courses, it is advisable to register early.

To register by mail, fill out the form on the opposite page. Full payment must accompany the registration form (See "Payment of Course and Service Fees," page 4).

To register by telephone or FAX, you must charge fees to a MasterCard or VISA account. To register by telephone, please call 617 287-7916. To register by FAX, please use 617 287-7922.

Registering for Continuing Education Courses (continued)

Walk-In Registration

Students who would rather register in person may do so on the dates and at the times listed below. *Please note: For your convenience, you may register at any site listed for courses offered there or at any other location. If any on-site registration session is cancelled due to weather conditions, it will be held on the same day and at the same time the following week.*

- **Braintree**
Braintree High School
128 Town Road
August 29
6:00-8:00pm
- **West Roxbury**
West Roxbury High School
1205 VFW Parkway
September 3
6:00-8:00pm
- **UMass/Boston Harbor Campus**
Division of Continuing Education
2nd Floor, Wheatley Hall
Room 203
Monday-Thursday, 8:30am-6:00pm
Friday, 9:00am-4:00pm
- **Copley Square, Boston**
Snowden International School
150 Newbury Street
September 3
6:00-8:00pm

Full payment by check or credit card is due at the time of registration. Cash payments, to be made at the Bursar's Office on UMass/Boston's Harbor Campus, can be accepted only for walk-in registration at the Continuing Education Office.

To avoid paying a \$25.00 late fee, you must register, by mail, by telephone, or in person, by September 3.

Late Registration

Late registration for Continuing Education courses will take place September 4th through 6th at the Continuing Education Office on UMass/Boston's Harbor Campus (Wheatley Hall, 2nd floor, room 203) from 8:30am to 6:00pm (Wednesday-Thursday) and 9:00am to 4:00pm (Friday), and during the first class meeting at all other locations. For your convenience, you may register late at the Continuing Education Office for courses offered at any site.

Course and Service Fees

Undergraduate Course Fee	\$ 85.00 per credit
Graduate Course Fee	\$100.00 per credit
Registration Fee	\$ 20.00
Educational Service Fee	\$ 5.00
Late Registration Fee	\$ 25.00
<i>(when applicable)</i>	
Returned Check Fee	\$ 25.00
<i>(charged for all checks returned unpaid)</i>	

Payment of Course and Service Fees

Students must pay in full before their registrations will be accepted. No payment will be accepted after the Add/Drop deadline of the session for which payment is intended. Students may use the following methods to make payments:

Check:

Please make checks payable to the University of Massachusetts at Boston—Continuing Education. A payment of course and service fees made with a check returned by our bank will result in administrative withdrawal, an additional returned check fee of \$25.00, and referral to a collection agency, which may result in liability for the payment of a collection fee (returned checks include those on which payment is stopped).

MasterCard or VISA:

The University of Massachusetts at Boston will accept payment by MasterCard or VISA for all course and service fees. The minimum acceptable MasterCard or VISA payment is \$25.00. Please fill out the appropriate section of the registration form when registering by mail.

Cash:

Cash payments can be made ONLY at the Bursar's Office at the Harbor Campus (Robert H Quinn Administration Building, 2nd Floor; Monday-Friday 9:00am-3:30pm.) The Bursar's Office will give you a receipt, which you must submit with your registration form. Please note: Cash payments will not be accepted at any other location.

Payment by Outside Agencies:

If a student's charges are to be paid by an outside agency, his or her registration must be accompanied by a payment authorization form from that agency. Students are reminded that they are liable for all course and service fees in the event that the sponsoring agency does not provide payment.

Course Fee Waiver and Remission Policy

The Division of Continuing Education will honor course fee waivers and remission of course fees for those persons meeting the eligibility requirements described below, providing the courses they wish to take are adequately supported by fees from paying students, and providing space is available in these courses. Credit course fee waivers and remission of credit course fees apply only at the standard rate of \$85.00 per undergraduate credit and \$100.00 per graduate credit. Thus, in the case of a credit course with extraordinary costs necessitating a higher than standard course fee, course fee waivers and remission will be granted for only the amount of the standard course fee. Registration fees, service fees, and other mandatory fees, except in the case of senior citizens, must be paid in full. Anyone wishing to apply for course fee waivers or remissions must do so when registering for courses: the policy is not retroactive. See the academic calendar for appropriate registration times.

Vietnam-era veterans are eligible for course fee waivers under the following conditions:

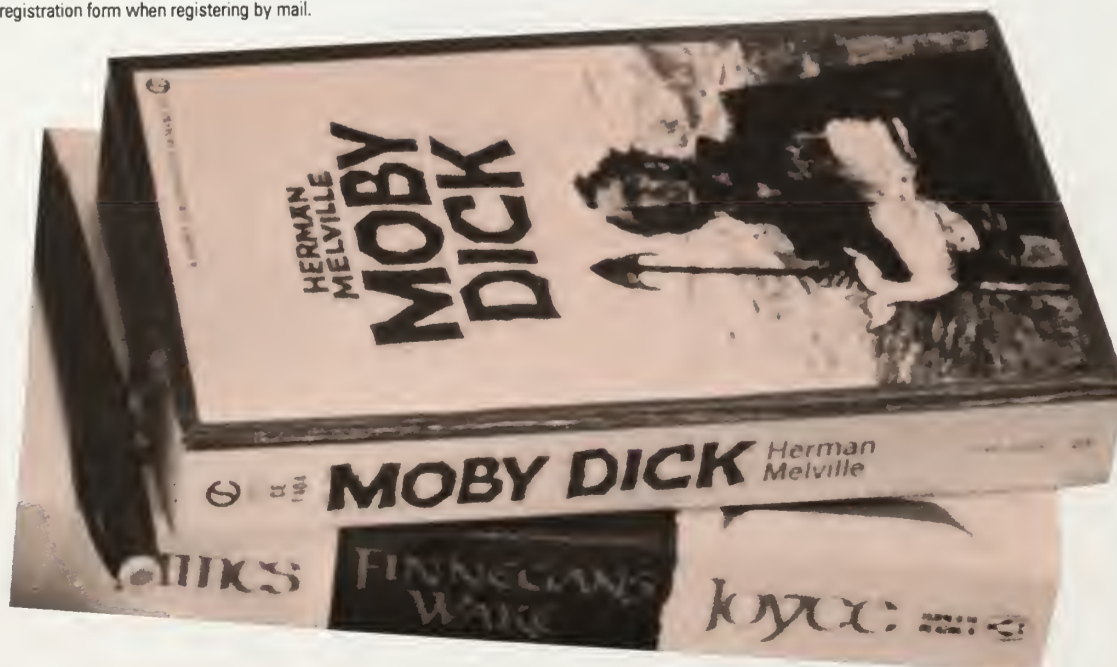
1. They must be matriculated in a program leading to a degree or certificate.
2. They must have not used their course fee waiver for more than 130 credits.
3. If they did not enter the service while residing in the Commonwealth of Massachusetts, they must file an affidavit under oath attesting to their having resided in the Commonwealth for two consecutive years immediately preceding enrollment.
4. They must have their registration form approved by UMass/Boston's Veterans Affairs Office.

Senior citizens are eligible for a waiver of all fees upon submission of a notarized Senior Citizen Affidavit at the time of registration.

Most full-time state employees are eligible for a 50% course fee remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration. State employees wishing to determine if they are eligible for a tuition remission should contact their personnel office.

Most full-time employees of public higher education, their spouses, and their dependent children are eligible for a 50% course fee remission upon submission of a properly completed "Certificate of Eligibility" at the time of registration.

The Division of Continuing Education cannot honor waivers issued to cooperating practitioners by the state-funded programs of the University of Massachusetts at Amherst, Boston, or Worcester.



The Career Enhancement Certificate Program

The Program

The Division of Continuing Education's Career Enhancement Certificate (CEC) is for those seeking to increase their effectiveness on the job and further develop their career opportunities. In addition, students whose specific educational goals are not yet decided may find that the courses in the CEC sequence provide for them a solid foundation on which to build a future academic or professional program of study. The CEC helps enable participants to broaden their perceptions of the complexities of organizational life, to recognize the interdependence of economic and social decisions, and to sharpen their communication skills. Practical applications at the workplace receive special attention. The designation "(CEC)" at the end of a particular course description in this bulletin indicates that the course is part of the sequence leading to the Career Enhancement Certificate.

Eligibility

The CEC program is open to all individuals with a high school diploma or its equivalent who have completed English 101, who have qualified for Math 110 by taking UMass/Boston's Math Diagnostic Test, and who are currently non-matriculated students at the University of Massachusetts at Boston.

Requirements

The CEC consists of a minimum of twenty-seven credit hours of required courses. Students with previous college credits that include one or more of the CEC's required courses may substitute up to four courses from a group of acceptable electives. In all cases, students are expected to complete twenty-seven hours of required or elective courses, in order to receive the certificate.

Admission

Students wishing to participate in the CEC program should apply for admission during the semester in which they first begin to take CEC-related courses. Credit may also be allowed for up to four CEC-related courses taken prior to application. Applications and more information about the Career Enhancement Certificate program can be obtained by calling the Division of Continuing Education at 287-7900. Advisers are also available at specified times during the fall and spring semesters at Braintree and West Roxbury High Schools.

Instructional Sites

Most CEC courses are scheduled on a rotating basis at the Division of Continuing Education's Braintree and West Roxbury off-campus sites. Some, but not all, courses from the sequence are also available at other off-campus sites; and students may take some CEC courses in the fall, spring, and summer terms during the day or evening at the Harbor Campus.

Courses Leading to the Certificate

Prerequisite: Engl 101.

The suggested sequence for CEC courses is:

MGT 130	Introduction to Business
Math 110	Basic Algebra
Econ 101	Introduction to Microeconomics
Engl 102	Freshman English II
AF 210	Financial Accounting
Engl 2106	Oral Communication
AF 211	Managerial Accounting
Engl 215	Intermediate Composition
MS 110	Introduction to Computers in Management*

Electives:

A student who has already completed one or more of the courses listed above may select up to four other courses as substitutes, to be chosen in consultation with an adviser from the Division of Continuing Education.

*Available only during the Harbor Campus summer sessions.

Continuing Education Courses: Descriptions, Times, Places

A Note About Course Schedules

Each of the following course descriptions is accompanied by information about the location(s) and time(s) at which the course will be offered, as well as the number of credits to be earned in the course and the course's schedule number. Schedule information about Continuing Education courses is also organized according to course locations (see pages 11 and 12).

January Intersession

Courses!

UMass/Boston offers

an accelerated schedule

of credit courses

on the Harbor Campus

during the January

intersession. Classes

meet from January 6th

through January 30th.

For further information

please call the Division

of Continuing Education

at 287-7900.

A Note About Course Designations

Please note that many courses described below fulfill College of Arts and Sciences (CAS) distribution requirements, as indicated by a note following the course description that refers to the "Distribution Area" to which the course belongs. Those whose numbers are preceded by "C" are distribution courses which also meet the College's Core Requirement. Although they are open to non-matriculated students, all of the "distribution courses" meet specific requirements for CAS matriculated students. *To be sure they take distribution courses that will meet their own particular degree requirements, all CAS matriculated students should, before registering, pick up advising materials concerning distribution requirements from the University Advising Center (McCormack Hall, 3rd floor, Room 625; 617 287-5500. Materials concerning the CAS writing proficiency requirement are also available from this office. The designation "(CEC)" at the end of a particular course description in this bulletin indicates that the course is part of the sequence leading to the Career Enhancement Certificate. These courses are also open to other students.*

A Note About Room Locations for Courses at the Harbor Campus

Room locations for Saturday courses at the Harbor Campus are listed in the schedule on page 12. Additional information will be available the first day of classes at the Information Desk in the lobby of the McCormack Building.

Mathematics Diagnostic Test

Appropriate preparation is especially important for students taking mathematics and computer science courses, and the University wants to be certain that students in these courses have the math skills they need for success. Before registering for introductory courses in either mathematics (through first-semester calculus) or computer science, all UMass/Boston students must demonstrate their skills by taking a diagnostic test. The University uses this test to place students in the courses that will serve them best. The diagnostic test may be taken at off-campus locations during walk-in registration periods as designated in the schedule on page 3. The test can also be taken at UMass/Boston's Harbor Campus in McCormack Hall, 3rd floor, room 617, on the dates and during the time periods listed below.

Students should allow at least one hour for the test; there is no fee.

Date/Day	Time
Aug 27 (Tu)	1:00-4:00pm
Aug 28 (W)	10:00am-1:00pm, 3:00-7:00pm
Aug 29 (Th)	11:00am-2:00pm
Sept 3 (Tu)	10:00am-1:00pm, 5:00-7:00pm
Sept 4 (W)	10:00am-1:00pm, 5:00-7:00pm

Academic Skills

Academic Skills 034 Fundamentals of Algebra

This is a course for students who have mastered arithmetic but not beginning algebra. They are either students who never studied algebra in high school, or who studied it so long ago or so ineffectively that they must approach all introductory algebra topics as new rather than review material. The course's goals are to introduce students to algebraic notation and concepts so that they will be successful in Math 110, and in introductory physical and social science courses; and to help them develop successful study and test-taking techniques. The course covers algebraic expressions—their simplification, combination, and evaluation; linear equations—how to solve them, graph them, and use them to solve word problems; scientific notation and proportions. The course includes quizzes and four exams. To pass the course, students must take the diagnostic exam during pre-registration and place into Math 110, miss no more than three classes, and satisfactorily complete the assigned work.

Prerequisite: Math Diagnostic Test only.

Note: The fee for this two-credit course is \$255.

Braintree:

TuTh 6:30-7:45pm,
2 Credits,
Sched No 321553

Copley:

MW 6:00-7:15pm,
2 Credits,
Sched No 321600

Additional courses in mathematics are described on page 8.

Accounting and Finance

AF 201

Personal Finance

•

Introduces students to planning and managing personal and family finances. Topics covered include insurance and estate planning, relationships with banks, issues in home ownership/real estate, the fundamentals of investing in stocks and bonds, tax planning, leasing as compared with buying automobiles, and financing college education. This course cannot be counted toward finance or accounting concentrations in the College of Management.

Copley:

Th 6:00-8:30pm,
3 Credits,
Sched No 319302

West Roxbury:

Tu 6:30-9:00pm,
3 Credits,
Sched No 319352

AF 210

Financial Accounting

•

Presents the theory and techniques of financial accounting. The course encompasses the basic functions of collecting, processing, and reporting accounting information for interested third parties (e.g., owners, investors, and government), and enables students to analyze, interpret, and use accounting information effectively. (CEC)

Prerequisite: Sophomore standing.

Copley:

M 6:00-8:30pm,
3 Credits,
Sched No 319556

Harbor Campus:

S 8:30-11:00am,
3 Credits,
Sched No 319603

AF 211

Managerial Accounting

•

Presents the theory and techniques of managerial accounting, from the particular perspective of the manager. The course covers the identification and analysis of the behavior of costs within the organization, and illustrates how managers use such knowledge for planning and control. Major topics include responsibility accounting, comprehensive and cash budgeting, and standard job order and process cost systems. (CEC)

Prerequisite: AF 210.

Braintree:

M 6:30-9:00pm,
3 Credits,
Sched No 319807

Harbor Campus:

S 8:30-11:00am,
3 Credits,
Sched No 319857

Related Program

The Auditor's Institute

•

The Auditor's Institute offers non-credit courses for auditors as well as managers of human service programs and government agencies. Please see page 15 for further information.

American Studies

AmSt 204

The Forties

•

A study of the history and culture of the 1940s. The course focuses on the social, political, and scientific effects of World War II, rather than on the conduct of the war itself.

Distribution Area: Historical and Cultural Studies.

Harbor Campus:

S 11:30am-2:00pm,
3 Credits,
Sched No 320303

AmSt C206

The Sixties

•

The course focuses on protest and the role of youth. Who protested and why? Was the phenomenon of the sixties an aberration or part of a larger radical tradition in America? What was the impact on the seventies? Readings are drawn from the works of participants in the student, black, feminist, and peace protest movements, from the intellectuals who defended and attached them, and from the growing body of retrospective, analytic, and historical literature which attempts to explain what really happened in that tumultuous decade. Films are shown when appropriate.

Distribution Area: Historical and Cultural Studies.

Copley:

Th 6:00-8:30pm,
3 Credits,
Sched No 320109

West Roxbury:

M 6:30-9:00pm,
3 Credits,
Sched No 320052

Anthropology

Anth C100

Culture and Human Behavior

•

Our own daily behavior is often taken for granted as rational or logical, while the behavior of other groups is often seen as "strange" and incomprehensible. Looked at closely, however, the apparently strange behavior of others may become more understandable, while our own behavior may seem less rational and less ordinary. Focusing comparatively on the contemporary United States and on non-western societies, this course examines selected human activities, such as eating, play and sport, and making a living. The aim is to learn how the concepts and methods of sociocultural anthropology, as one of the social and behavioral sciences, can help us understand human behavior, both our own and that of people in other times and places.

Distribution Area: Social and Behavioral Sciences.

Braintree:

M 6:30-9:00pm,
3 Credits, Lab Fee: \$10.00,
Sched No 335251

Harbor Campus:

S 11:30am-2:00pm,
3 Credits,
Lab Fee: \$10.00,
Sched No 335154

Copley:

Th 6:00-8:30pm,
3 Credits, Lab Fee: \$10.00, Sched
No 335201

Anth 102

Introduction to Archaeology and Biological Anthropology

•

The study of the biological and cultural heritage of humans. Topics include primate and human evolution, evolution of prehistoric cultures, and human adaptation and variation.

Distribution Area: Natural Sciences.

West Roxbury:

Tu 6:30-9:00pm,
3 Credits,
Sched No 320751

Anth 103

Introduction to Cultural Anthropology

•

The study of recent and contemporary human societies in cross-cultural perspective. Through the use of ethnographic accounts, the course analyzes and compares variations in processes of cultural change, and in cultural adaptations. Note: Anth 102 is not a prerequisite to Anth 103.

Distribution Area: Social and Behavioral Sciences.

Copley:

W 6:00-8:30pm,
3 Credits,
Sched No 320955

Anth Z280

The Middle East After the Gulf War

•

This course focuses on the profound and wide-ranging effects of the Gulf War for the countries of the region. Topics of discussion include long-term sociopolitical and economic changes as well as the implication of an emerging Pax Americana.

Harbor Campus:

S 11:30am-2:00pm,
3 Credits,
Sched No 321171

Continuing Education Courses (continued)

Art

Art 202

Renaissance to Modern Art

• An historical survey of Western art and architecture from the fifteenth century to the twentieth century. The course deals with different aspects of the art of the Renaissance in Italy and the North, the Baroque and Rococo, Neoclassicism and Romanticism, Realism and Impressionism, and Post-Impressionism. The last few sessions introduce, through broad surveys, the art of major non-Western cultures: African, Oriental, and Amerindian.

Distribution Area: The Arts.

Harbor Campus:

S 11:30am-2:00pm,
3 Credits,
Sched No 321359

Biology

Biol 101

The Basis of Life

• The uniqueness of life within the physical universe. The matter and energy of life, the genetic code, molecular biology, and the origin and evolution of life. An overview for students in the humanities and social sciences of those features which distinguish living organisms from non-living things. No background in the natural sciences is required.

Distribution Area: Natural Sciences.

Copley:

W 6:00-8:30pm,
3 Credits,
Sched No 321854

Harbor Campus:

S 8:30-11:00am,
3 Credits,
Sched No 321804

Biol 108

Introduction to Nutrition

• Introduction to the elements of nutrition with emphasis on nutrition for humans; examination of foodstuffs and nutritional quality, physiology of food utilization, food quality regulations, and the global ecology of food production. No background in the natural sciences is required.

Distribution Area: Natural Sciences.

Braintree:

W 6:30-9:00pm,
3 Credits,
Sched No 322101

Harbor Campus:

S 8:30-11:00am,
3 Credits,
Sched No 322054

Biol 111

General Biology I

• An integrated course stressing the principles of biology. Life processes are examined primarily at the molecular and cellular levels. Intended for students majoring in biology or for non-majors who wish to take advanced biology courses.

Distribution Area: Natural Sciences.

Braintree:

TuTh 6:00-9:00pm,
4 Credits, Lab fee: \$20.00,
Sched No 322305

West Roxbury:

MW 6:00-9:00pm,
4 Credits,
Lab fee: \$20.00,
Sched No 322355

Biol 112

General Biology II

• An integrated course stressing the principles of biology. Life processes are examined primarily at the organismal and population levels. Intended for students majoring in biology or for non-majors who wish to take advanced biology courses.

Distribution Area: Natural Sciences.

Prerequisite: Biol 111.

Braintree:

MW 6:00-9:00pm,
4 Credits, Lab fee: \$20.00,
Sched No 322559

Chemistry

Chem 107

Introduction to Chemistry I

• A survey of the theoretical principles of general inorganic chemistry. Topics include atomic and molecular structure, bonding, chemical reactions, solution, pH, stoichiometry and radiochemistry.

Distribution Area: Natural Sciences.

Braintree:

MW 6:00-9:00pm,
4 Credits, Lab fee: \$35.00,
Sched No 322753

Chem 200

Nutrition

• Fundamental concepts of nutrition and the biochemistry of nutrients. The foods are studied as sources of energy, minerals, and vitamins; also the requirements and chemical functions of each are considered. The course also deals with deficiency diseases, dyes, and food additives.

Prerequisite: Chem 108 or equivalent.

Distribution Area: Natural Sciences.

West Roxbury:

W 6:30-9:00pm,
3 Credits,
Sched No 322957

Economics

Econ 101

Introduction to Microeconomics

• A broad introductory survey in which special attention is given to the role of economic principles in analyzing and understanding current economic problems. Emphasis is placed on the functioning of markets and on examining the behavior of individual economic units such as the business firm and the consumer (Microeconomics). Other areas of emphasis vary from section to section and may include industrial organization, income distribution, international trade, economics of the environment and other topics. (CEC)

Prerequisite: Math 110 or equivalent.

Distribution Area: Social and Behavioral Sciences.

Harbor Campus:

S 8:30-11:00am,
3 Credits,
Sched No 323157

Econ 102

Introduction to Macroeconomics

• A broad introductory survey in which special attention is given to the role of economic principles in analyzing and understanding current economic problems. Emphasis is placed on examining the overall functioning of the economy and on dealing with such matters as unemployment, inflation, and recession. Other areas of emphasis vary from section to section and may include economics of government spending and taxation, economic development, alternative economic systems, and other topics.

Prerequisite: Econ 101, and Math 110 or equivalent.

Distribution Area: Social and Behavioral Sciences.

Copley:

Tu 6:00-8:30pm,
3 Credits,
Sched No 323351

Econ 201

Microeconomic Theory

• Analysis of consumer and firm behavior, and of the determination of prices and quantities in both product and factor markets. Equilibrium of the household, the firm, and the industry. Implications of alternative market structures. A theoretically oriented course that builds on the less rigorous foundation provided in introductory economics courses.

Prerequisites: Econ 101 and Math 129 (or 130), or placement into Math 135 (or 140).

Distribution Area: Social and Behavioral Sciences.

Harbor Campus:

S 8:30-11:00am,
3 Credits,
Sched No 323555

Econ 331

Money and Financial Institutions

• An economic analysis of financial institutions and markets in the US economy. Topics include the commercial banking system and other depository institutions; economic and institutional factors in the determination of the money supply; and financial markets. Emphasis is given to the formulation and implementation of monetary policy by the Federal Reserve and to debates over current policy issues.

Prerequisites: Econ 101 and 102.

Copley:

Th 6:00-8:30pm,
3 Credits,
Sched No 323759

English

Note: Freshman English (English 101 and 102) is prerequisite for all English courses above the 100 level. These requirements may be modified or waived for certain courses; see the following course descriptions for such changes. The student who is strongly motivated to take a course for which he or she has not satisfied the prerequisites should contact the instructor for advice and permission.

Engl 101

Freshman English I

• Small class instruction and practice in grammar, rhetoric, and the articulation of logical thought. Practice in writing for college courses on various kinds of topics, many from experience and observation, chosen to develop the student's confidence and ability. Readings and materials vary from section to section, but all sections require a minimum of eight 600-word papers. Note: This course satisfies the first half of the College of Arts and Sciences writing requirement.

Braintree:

TuTh 6:30-7:45pm,
3 Credits,
Sched No 324454

Harbor Campus:

S 8:30-11:00am,
3 Credits,
Sched No 324501

Copley:

MW 6:00-7:15pm,
3 Credits,
Sched No 324404

West Roxbury:

MW 6:30-7:45pm,
3 Credits,
Sched No 324551

Engl 102

Freshman English II

• Continuation of Engl 101, with emphasis on topics and writing assignments of the kinds encountered in many types of college courses. Readings and materials vary from section to section, but all sections require a minimum of seven papers, including a longer research paper. (CEC) Note: This course satisfies the second half of the College of Arts and Sciences writing requirement.

Prerequisite: Engl 101.

Braintree:

MW 6:30-7:45pm,
3 Credits,
Sched No 324755

Harbor Campus:

S 11:30am-2:00pm,
3 Credits,
Sched No 324802

Copley:

TuTh 6:00-7:15pm,
3 Credits,
Sched No 324852

Engl 2106

Oral Communication

• This course focuses on improvement of interpersonal, small group, and public communications skills. Through readings, journals, class discussions, and other activities, we explore the following: self-concept and perception, listening and responding, language and non-verbal behaviors, interviewing, problem solving and decision making, formal elements of speech making, and the evaluation of one's own and others' public messages.

Copley:

Tu 6:00-8:30pm,
3 Credits,
Sched No 325109

West Roxbury:

Tu 6:30-9:00pm,
3 Credits,
Sched No 325052

Engl 200

Practical Criticism

• Concentrated study of a few literary texts and of fundamental critical approaches to them. Although some attention will be given to theoretical matters, the emphasis primarily is on the reading of fiction, poetry, and drama (works selected from various historical periods) and on providing the student with the specific techniques and vocabulary necessary for talking and writing effectively about literature.

Distribution Area: The Arts.

Harbor Campus:

S 8:30-11:00am,
3 Credits,
Sched No 325303



For more

information...

If you have questions

about the University,

the Division of Continuing

Education, career

or academic planning,

call Mary Lang Crumlin

at 287-7900.



Engl 201 Five Major British Writers

Representative works by five of the most important writers from the fourteenth to the nineteenth century, studied as introductions to philosophical and humanistic studies, explored as reflecting and shaping the leading ideas, assumptions, and values of their ages. Works by Chaucer, Shakespeare, and other authors such as Milton, Swift, and Austen, with films and background lectures on the philosophical and historical contexts of the works and their authors. Instruction in analytical reading and writing is provided.

Distribution Area: Philosophical and Humanistic Studies.

Braintree:
M 6:30-9:00pm,
3 Credits,
Sched No 325507

Engl C204 The Nature of Literature: Fiction

An introduction to various critical approaches to the understanding and appreciation of fiction. Close reading of short stories and novels with special attention to the language and forms of fiction, as well as the writing of critical interpretive papers. Comparison of fiction both to the visual arts (e.g., prose rhythm, duration, thematic repetition, and variation). Attention to developing a sense of the milieu in which an artist works.

Prerequisite: Completion of freshman writing requirement.
Distribution Area: The Arts.

Harbor Campus:
S 11:30am-2:00pm,
3 Credits,
Sched No 323953

Engl 206 Six American Authors

The achievements of American literature in articulating the American mind will be illustrated by works from some well-known American writers — Thoreau, Dickinson, Faulkner, for example — as well as from those who deserve to be better known, such as Frederick Douglass, Kate Chopin, Zora Neale Hurston.

Distribution Area: The Arts.

West Roxbury:
Th 6:30-9:00pm,
3 Credits,
Sched No 325701

Engl C210 Introduction to Creative Writing

An introduction to the arts through the medium of writing as well as reading poetry, fiction, and drama. Student writing is submitted weekly and discussed in class.

Prerequisite: Completion of freshman writing requirement.
Distribution Area: The Arts.

Copley:
M 6:00-8:30pm,
3 Credits,
Sched No 324153

Harbor Campus:
S 11:30am-2:00pm,
3 Credits,
Sched No 324200

Related Programs

Corporate and Promotional Communication

In conjunction with the University's Cooperative Education/Internship Program, the Division of Continuing Education offers a non-credit program for persons wishing to learn or improve the skills needed to create attractive and effective promotional and corporate communication materials. Please see page 16 for further information.

Library and Information Studies

By arrangement with the Graduate School of Library and Information Studies of the University of Rhode Island, UMass/Boston's Division of Continuing Education offers, each semester, credit courses meeting requirements for a University of Rhode Island master's degree in Library and Information Studies. Please see page 11 for further information.

Geography

GES 101 The Global Environment

Consideration of the physical geographic environment. Topics include analysis of location on the globe (maps), the atmosphere and oceans, climate, soils, vegetation, and landforms. Positive and negative interaction of human beings with these aspects of the environment is examined where appropriate.

Distribution Area: Natural Sciences.

Harbor Campus:
S 8:30-11:00am,
3 Credits,
Sched No 325905

History

Hist C101 The Individual in History

This course examines the part played by outstanding personalities in history. Was their success due to their ability to shape events? Or due merely to favorable historical circumstances? Focus is on famous individuals associated with major developments in modern history, such as Luther, Elizabeth, Peter the Great, Napoleon, Lenin.

Distribution Area: Historical and Cultural Studies.

Copley:
Tu 6:00-8:30pm,
3 Credits,
Sched No 326105

Hist 111 Foundations of Western Civilization

After a brief survey of the ancient world, the course traces the political, economic, and cultural development of Western society from the early Middle Ages to 1715. Emphasis is given to the critical analysis of primary sources.

Distribution Area: Historical and Cultural Studies.

Harbor Campus:
S 8:30-11:00am,
3 Credits,
Sched No 326309

Hist 112 Modern Western Civilization

This course traces the major political, economic, and cultural changes which have shaped Western society from the Enlightenment to the present. Special attention is given to the critical analysis of primary source materials.

Distribution Area: Historical and Cultural Studies.

Braintree:
Tu 6:30-9:00pm,
3 Credits,
Sched No 326503

Hist 266 American History II

A survey of American history from 1877 covering the nature of American social structure, economic development, everyday life, culture, and formal politics. Attention is given to the nature of historical inquiry and to the development of writing skills.

Prerequisite: Sophomore standing or permission of instructor.
Distribution Area: Historical and Cultural Studies.

Harbor Campus:
S 11:30am-2:00pm,
3 Credits,
Sched No 326707

Linguistics

Please note: Students taking American Sign Language (ASL) for foreign language distribution credit are required to complete two semesters of ASL beyond the Ling 151 level.

Ling 151 Elementary American Sign Language I

This course provides an introduction to American Sign Language, with emphasis on receptive skills, vocabulary, and grammar. It also introduces the linguistics of ASL. In addition, through readings, guest speakers, and videotapes, the course seeks to help students develop their awareness of issues important to the Deaf community. Three hours classroom plus one hour videotape lab.

Distribution Area: Foreign Languages.

Note: This course meets September 10-October 24.

Harbor Campus:
TuTh 6:00-9:00pm,
3 Credits,
Sched No 327703

Ling 152 Elementary American Sign Language II

A continuation of Ling 151, with emphasis on receptive and expressive skills.

Prerequisite: Ling 151 or permission of instructor.

Distribution Area: Foreign Languages.

Note: This course meets October 29-December 19.

Harbor Campus:
TuTh 6:00-9:00pm,
3 Credits,
Sched No 327907

Ling 153 Elementary American Sign Language III

This course provides an intensive review of introductory ASL, further study of grammar and language skills, and readings related to Deaf culture.

Prerequisite: Ling 152, or permission of the instructor.

Distribution Area: Foreign Languages.

Note: This course meets September 9-October 30.

Harbor Campus:
MW 6:00-9:00pm,
3 Credits,
Sched No 327949

Management

MGT 130 Introduction to Business

Familiarizes students with the nature of business and its relationship to other institutions in society. The course examines business ownership, organization, management, marketing, human resources management, production, and finance. In addition, the course explores issues in the relationships between capitalism and business, the law and business, and government and business. (CEC)

Copley:
W 6:00-8:30pm,
3 Credits,
Sched No 328903

West Roxbury:
M 6:30-9:00pm,
3 Credits,
Sched No 328953

Related Program

The Auditor's Institute

The Auditor's Institute offers non-credit courses for managers of human service programs and government agencies. Please see page 15 for further information.

Continuing Education Courses (continued)

Mathematics

Mathematics Diagnostic Test

Appropriate preparation is especially important for students taking mathematics and computer science courses, and the University wants to be certain that students in these courses have the math skills they need for success. Before registering for introductory courses in either mathematics (through first-semester calculus) or computer science, all UMass/Boston students must demonstrate their skills by taking a diagnostic test. The University uses this test to place students in the courses that will serve them best. The diagnostic test may be taken at off-campus locations during walk-in registration periods as designated in the schedule on page 3. It can also be taken on UMass/Boston's Harbor Campus in McCormack Hall, 3rd floor, room 617, on the dates and during the time periods listed below. Students should allow at least one hour for the test; there is no fee.

Date/Day	Time
August 27 (Tu)	1:00-4:00pm
August 28 (W)	10:00am-1:00pm, 3:00-7:00pm
Aug 29 (Th)	11:00am-2:00pm
Sept 3 (Tu)	10:00am-1:00pm, 5:00-7:00pm
Sept 4 (W)	10:00am-1:00pm, 5:00-7:00pm

Academic Skills 034 Fundamentals of Algebra

This is a course for students who have mastered arithmetic but not beginning algebra. They are either students who never studied algebra in high school, or who studied it so long ago or so ineffectively that they must approach all introductory algebra topics as new rather than review material. The course's goals are to introduce students to algebraic notation and concepts so that they will be successful in Math 110, and in introductory physical and social science courses; and to help them develop successful study and test-taking techniques. The course covers algebraic expressions—their simplification, combination, and evaluation; linear equations—how to solve them, graph them, and use them to solve word problems; scientific notation, and proportions. The course includes quizzes and four exams. To pass the course, students must take the diagnostic exam during pre-registration and place into Math 110, miss no more than three classes, and satisfactorily complete the assigned work.

Prerequisite: Math Diagnostic Test only.

Note: The fee for this two-credit course is \$255.

Braintree:	Copley:
TuTh 6:30-7:45pm, 2 Credits, Sched No 321553	MW 6:00-7:15pm, 2 Credits, Sched No 321600

Math 110 Basic Algebra

For students with a weak math background who want to develop skills for further math or science courses. Covers basic high school math. Topics include multiplying and factoring polynomials, linear equations and straight lines, fractional exponents and radicals, ratios of polynomials, quadratics, and word problems. Generally limited to students with less than 3 years of high school math preparation. (CEC) Note: No student will receive graduation credits for Math 110 if it is taken after successful completion of Math 124 or 130 or a higher math course.

Prerequisite: Math Diagnostic Test only.

Distribution Area: Mathematics and Computer Languages.

Braintree:	Harbor Campus:
Tu 6:20-9:10pm, 3 Credits, Sched No 328204	S 8:30-11:15am, 3 Credits, Sched No 328157

Copley:
W 6:00-8:45pm,
3 Credits,
Sched No 328107

Math 125 Introductory Statistics

For non-science and non-mathematics majors only. Topics include introductory statistics, covering descriptive statistics; introductory probability sufficient to enable development of inferential statistics; and inferential statistics. This course is not open to mathematics majors.

Note: No student receives graduation credits for Math 125 if it is taken after successful completion of Math 345 or 645.

Prerequisite: Math Diagnostic Test or Math 110.

Distribution Area: Mathematics and Computer Languages.

Braintree:	Harbor Campus:
Th 6:20-9:10pm, 3 Credits, Sched No 328458	S 8:30-11:15am, 3 Credits, Sched No 328408

Copley:
Tu 6:00-8:45pm,
3 Credits,
Sched No 328505

Math 130 Pre-Calculus

Preparation for first year calculus. Covers symmetry, graphs, functions, lines, parabolas and max-min problems, exponential and logarithm functions, exponential growth, semilog graphing, and the trigonometric functions and their inverses.

Note: Qualified students should enter Math 140 without taking this course. No student receives graduation credits for Math 130 if it is taken after successful completion of Math 140 or a higher math course. Students who have successfully completed Math 130 may not subsequently take Math 124 for credit. Students may take Math 130 after 124 only with explicit permission of the Mathematics and Computer Science Department, and then only for two credits. *Prerequisite: Math diagnostic test only. Successful completion of Math 110 is not enough.*

Distribution Area: Mathematics and Computer Languages.

Harbor Campus:
S 8:30-11:15am,
3 Credits,
Sched No 328709

Nursing

A selection of required courses and recommended electives for UMass/Boston's bachelor of science program in nursing is available through the off-campus and Saturday program. While such courses are open to all who meet the prerequisites, formal admission to the College of Nursing must be sought by all those whose ultimate goal is to obtain a BS degree in nursing. Please call Mr Segelman at the College of Nursing at 287-7500 for further information.

Nurs 314 Pharmacology

This course deals with the action of drugs on the body, especially as related to the physiology of disease, and to basic concepts of pharmacology: absorption, distribution, metabolism, excretion, routes of administration, and drug safety. Special emphasis is given to the mechanism of action of particular drugs, to side effects, and to drug interactions. Specific drugs are classified and studied according to their function and according to the system they affect, with particular attention paid to those drugs commonly used in clinical settings.

Corequisite: Nurs 302

Prerequisite: Nurs 201.

West Roxbury:
Th 6:30-9:00pm,
3 Credits,
Sched No 330455

Occupational Education

OccEd 201 Fundamentals of Occupational Education

This course is designed to provide provisionally approved vocational education teachers with a knowledge of the historical and philosophical foundations of vocational education, information about federal and state laws pertaining to vocational education, and the skills necessary to conduct occupational analysis, carry on a VICA program, and obtain assistance from local support groups and advisory committees. It is the first of six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Hanover:
M 5:00-7:30pm,
3 Credits,
Sched No 336257

Wakefield:
M 7:30-10:00pm,
3 Credits,
Sched No 336304

OccEd 202 Management of the Vocational Education Environment

This course is designed to train provisionally approved vocational educators in the theory and practice of effective classroom/laboratory management in a vocational setting. Instructional organization, shop organization, safety, first aid, and student management receive special emphasis. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Prerequisite: OccEd 201.

Hanover:
M 7:30-10:00pm,
3 Credits,
Sched No 336508

Wakefield:
M 5:00-7:30pm,
3 Credits,
Sched No 336558

Related Program

Microcomputer Workshops

Please see page 15 for descriptions of special non-credit workshops for new users of microcomputers.

Music

Music C111 Introduction to Music

Basic music materials, principles of design, and the cultural significance of representative works in historical sequence. Designed primarily for non-music majors.

Distribution Area: The Arts.

Harbor Campus:
S 11:30am-2:00pm,
3 Credits,
Sched No 329153



OccEd 203
Teaching Methods in Vocational Education I

• This is the first of a two-course sequence dealing with the methods of teaching vocational education. In the two course sequence students will develop competencies in four major areas of teaching: 1) contemporary theories and principles of learning; 2) instructional preparation; 3) teaching methods and techniques; 4) evaluating student growth and effectiveness. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Hanover:
Tu 5:00-7:30pm,
3 Credits,
Sched No 336752

Wakefield:
Tu 5:00-7:30pm,
3 Credits,
Sched No 336809

OccEd 205
Curriculum Development in Occupational Education

• This course is designed to help the student develop and implement competency-based vocational education materials and procedures, including a program task list and a program advisory committee. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Hanover:
Tu 7:30-10:00pm,
3 Credits,
Sched No 337009

Wakefield:
Tu 7:30-10:00pm,
3 Credits,
Sched No 337059

OccEd 206
Supervised Internship

• The supervised internship allows students to demonstrate theoretical and methodological knowledge in classroom and laboratory settings. The student demonstrates his or her teaching skills under the guidance of a master teacher and is monitored by his or her college instructor. The course is open only to students who have satisfactorily completed OccEd 201-205. This is one of the six courses required by the Massachusetts Department of Education for full approval of vocational education teachers.

Note: The fee for this three-credit course is \$285.00.

Hanover:
W 5:00-7:30pm,
3 Credits,
Sched No 337253

Wakefield:
W 5:00-7:30pm,
3 Credits,
Sched No 337300

Physical Education
(Human Performance
and Fitness)

PE 221
First Aid/CPR

• Students completing this course fulfill the requirements of the American Red Cross for the Standard First Aid and Safety Certificate and the Basic Life Support Cardiopulmonary Resuscitation Certificate. The course also presents basic techniques in athletic training.

Note: The fee for this two credit course is \$180.00

Harbor Campus:
S 11:30am-2:00pm,
2 Credits,
Sched No 330675

Philosophy

Phil 100
Introduction to Philosophy

• An introductory examination of the problems and scope of philosophy.
Distribution Area: Philosophical and Humanistic Studies.

Copley:
M 6:00-8:30pm,
3 Credits,
Sched No 331100

Harbor Campus:
S 11:30am-2:00pm,
3 Credits,
Sched No 331053

Phil C108
Moral and Social Problems

• Important moral and social issues of current concern are examined and debated. The course covers several issues each semester from a list including criminal punishment, war, abortion, racism, violence, the death penalty, private property, and sexism.
Distribution Area: Philosophical and Humanistic Studies.

Braintree:
Th 6:30-9:00pm,
3 Credits,
Sched No 330853

Phil 222
Moral Issues in Medicine

• Concepts of health, illness, healing, under different paradigms of medicine. Is medicine an art or a science? What is the impact of medical technology on human life and death? What is considered "natural?" Attention is given to issues in human reproduction (e.g., in vitro fertilization, conception, abortion). Questions of authority, accountability in doctor-patient relationships, patient advocacy, self-help, right to health care or to refuse treatment. Social and political questions of health care organization.
Distribution Area: Philosophical and Humanistic Studies.

West Roxbury:
Th 6:30-9:00pm,
3 Credits,
Sched No 331508

Political Science

PolSci 122
Government and Politics of the United States

• The three main branches of the national government, federalism, political parties, interest groups, and governmental functions.
Distribution Area: Social and Behavioral Sciences.

Braintree:
Tu 6:30-9:00pm,
3 Credits,
Sched No 331956

PolSci C123
Political Ideas of the Twentieth Century

• Major political viewpoints of the present, including conservatism, liberalism, Marxism, and fascism.
Distribution Area: Social and Behavioral Sciences.

Copley:
W 6:00-8:30pm,
3 Credits,
Sched No 331752

Harbor Campus:
S 11:30am-2:00pm,
3 Credits,
Sched No 331702

PolSci 220
International Relations

• Through the examination of past and current international events, this course identifies basic principles and concepts which explain the behavior of nations; and it provides an introduction to the general area of social and behavioral sciences.
Prerequisite: Sophomore standing.
Distribution Area: Social and Behavioral Sciences.

Harbor Campus:
S 8:30-11:00am,
3 Credits,
Sched No 332156

Psychology

Psych 101
Introductory Psychology

• A general survey of selected content areas in psychology, including personality and human development, physiological psychology, learning, intelligence, heredity and environment, and motivation and emotion.
Distribution Area: Social and Behavioral Sciences.

Braintree:
W 6:30-9:00pm,
3 Credits,
Sched No 332457

Harbor Campus:
S 11:30am-2:00pm,
3 Credits,
Sched No 332350

Copley:
Tu 6:00-8:30pm,
3 Credits,
Sched No 332407

Psych 215
Psychopathology

• Etiology, dynamics, and treatment of psychopathology.
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Harbor Campus:
S 8:30-11:00 am,
3 Credits,
Sched No 332651

West Roxbury:
W 6:30-9:00pm,
3 Credits,
Sched No 332708

Psych 241
Infancy and Childhood Development

• This course explores human development from infancy to middle childhood, i.e., from childbirth to ages seven or eight. Major emphasis is placed on early perceptual, cognitive, social, and affective development, bearing the following questions in mind: How does the world of space and objects appear to the infant? How does he or she acquire knowledge and discover reality? How does the child experience the world of people and develop a sense of self? How does the child develop attachments to others and what role is played by the significant people in his or her life?
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Harbor Campus:
S 11:30am-2:00pm,
3 Credits,
Sched No 332902

Psych 242
Adolescence

• This course is designed to acquaint students with psychological characteristics of adolescent development, theoretical approaches to adolescence, and experimental studies of the causes of a variety of behaviors during adolescence. The course also focuses on major problems and characteristics of adolescents in modern society
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences.

Braintree:
W 6:30-9:00pm,
3 Credits,
Sched No 333102

Psych 250
Learning and Memory

• An introduction to current views of behavioral change, learning, and remembering. The course focuses on concepts, theoretical issues, and applications of current research.
Prerequisite: Psych 101.
Distribution Area: Social and Behavioral Sciences

Copley:
M 6:00-8:30pm,
3 Credits,
Sched No 333306

Register early!
Early registration helps
assure that the course
you want will be avail-
able when you need it.
Why not mail or tele-
phone your course
selection now?

Continuing Education Courses (continued)

Study of Religion

RelStd C122

Varieties of Religious Experience

A comparative study of religion, concentrating on representative mythic, mystical, prophetic, or messianic figures and movements from various religious traditions, and using psychological, sociological, and theological-philosophical approaches. Coverage of such different types of figures and movements as a Native American or an African religious movement; Gandhi or a representative Buddhist movement; Moses and the Exodus of ancient Israel; Jesus and early Christianity; and the bearing of religious traditions on some contemporary religious issues. The course is restricted to freshmen and sophomores.

Distribution Area: Philosophical and Humanistic Studies.

Harbor Campus:

S 8:30-11:00am,
3 Credits,
Sched No 333526

Sociology

Sociol 101

Introduction to Sociology

The structure of society, cultural patterns, and group life. The individual and socialization, groups, institutions, social systems, social change.

Distribution Area: Social and Behavioral Sciences.

Harbor Campus:

S 8:30-11:00am,
3 Credits,
Sched No 333908

Sociol C103

American Society-Socioeconomic Aspects

An examination of the development and the dynamics of the social structure and political economy of contemporary US society. Topics include the shape and historical development of the economic structure; trends and consequences of monopolization; ownership and control of the major corporations; multinationals and the consequences of foreign expansion; postwar foreign policy; theories of social class; trends within the occupational structure; poverty.

Distribution Area: Social and Behavioral Sciences.

Braintree:

Th 6:30-9:00pm,
3 Credits,
Sched No 333704

Sociol 321

Race and Ethnic Relations

Conflicts and accommodations among differing racial and ethnic groups. The nature and character of prejudices and discrimination. Minority-majority relations in selected societies.

Prerequisite: Sociol 101.

Harbor Campus:

S 11:30am-2:00pm,
3 Credits,
Sched No 334108

Sociol 368

Alcoholism: Etiology and Epidemiology

An in-depth interdisciplinary analysis of the nature, causes and extent of alcoholism and problem drinking. Analysis of drinking patterns and drinking problems cross-culturally and among subgroups in the population such as women, prison inmates, the elderly, and residents of Skid Row.

Harbor Campus:

S 8:30-11:00am,
3 Credits,
Sched No 334302

Sociol 382

Social Psychology of Sex Roles— Men and Women in Society

An analysis of male and female roles in society with consideration of biological and psychological factors. Attention to socialization processes which reflect society's functional definition of acceptable and deviant sex roles.

Prerequisite: Sociol 101.

Copley:

Th 6:00-8:30pm,
3 Credits,
Sched No 334506

Sociol 480

Drugs and Society

The course focuses on the sociohistoric context of drug use. It deals with historical and contemporary issues on both the societal and individual levels. It presents information on a variety of substances which are widely used in modern society, such as caffeine, nicotine, alcohol, opiates, and other drugs; and on the impact they have on our lives.

Prerequisite: Sociol 101.

West Roxbury:

W 6:30-9:00pm,
3 Credits,
Sched No 334700

Related Program

Alcoholism/Chemical Dependency Treatment Services

The Alcoholism/Chemical Dependency Treatment Services Program is a non-credit professional development sequence of courses designed for those working or interested in working in the field of alcoholism/chemical dependency treatment. Please see page 15 for further information.

Spanish

Span 105

Basic Spanish for Communication I

A practical approach to the study of the Spanish language: basic grammar in the context of the material presented, which focuses on the vocabulary used in such areas as business and finance, medical and hospital terminology, and oral communication in general. Intensive practice in the four language skills with an audio-lingual approach.

Note: Students must have access to an audio cassette player in order to complete weekly audio-lingual assignments from a pre-recorded tape and workbook.

Distribution Area: Foreign Languages.

Harbor Campus:

S 8:30-11:00am,
3 Credits, Lab Fee: \$10.00,
Sched No 334954

West Roxbury:

Th 6:30-9:00pm,
3 Credits, Lab Fee: \$10.00,
Sched No 334904

Span 106

Basic Spanish for Communication II

A continuation of Span 105. *Note: Students must have access to an audio cassette player in order to complete weekly audio-lingual assignments from a pre-recorded tape and workbook.*

Prerequisite: Spanish 105.

Distribution Area: Foreign Languages.

Braintree:

M 6:30-9:00pm,
3 Credits, Lab Fee: \$10.00,
Sched No 335251

Harbor Campus:

S 11:30am-2:00pm,
3 Credits,
Lab Fee: \$10.00,
Sched No 335154

Copley:

Th 6:00-8:30pm,
3 Credits, Lab Fee: \$10.00,
Sched No 335201

Theatre Arts

ThrArt Z125

Speech and Movement

Basics of voice-training, diction-improvement, diaphragmatic breathing, movement work for the stage; characterization-movement and movement to develop stage presence.

Harbor Campus:

S 11:30am-2:00pm,
3 Credits,
Sched No 335455

Women's Studies

WoSt C100

Women and Society

An introductory, interdisciplinary course recommended as a first course in women's studies. Through lectures, readings, and discussions, students examine the origins of women's oppression; female and male sex roles; marriage and the family; women workers at home and in the labor force. Students relate the course material to experiences in their own lives.

Distribution Area: Social and Behavioral Sciences.

West Roxbury:

Tu 6:30-9:00pm,
3 Credits,
Sched No 335659

WoSt 220

Women and the Media

This course explores how the historical evolution and commercial orientation of mass communications media have helped shape the depiction of women and minorities in advertising, entertainment fictions, and news. Students learn to analyze visual imagery for its conceptual and emotional messages; to distinguish stereotypes from more complex characterizations in TV fictions; and to monitor the representations of women and other culturally subordinate groups in the print and broadcast news. Some consideration is given to the status of women and racial minorities in the communications industries.

Note: WoSt C100 or C150 is recommended though not required.

Distribution Area: The Arts.

Harbor Campus:

S 11:30am-2:00pm,
3 Credits,
Sched No 335853

WoSt 250

Women and Aging

An interdisciplinary approach to aging processes in women. The course follows women from mid-life through old age. It examines, from a feminist perspective, the physical, psychological, social, economic, and occupational issues affecting women during the latter part of their lives. There is no prerequisite, but WoSt C100 is recommended.

Distribution Area: Social and Behavioral Sciences.

Harbor Campus:

S 8:30-11:00am,
3 Credits,
Sched No 336053

Schedule of Off-Campus and Saturday Courses by Locations

Please note: If any on-site registration session is canceled due to weather conditions, it will be held on the same day and at the same time the following week.

Dept. Code, No. Title Lab Fee	Day(s), Time Credits Schedule Number
Braintree Braintree High School 128 Town Road	
On-site registration: Classes Begin:	August 29, 6:00-8:00pm* Week of September 9
Academic Skills 034 Fundamentals of Algebra Note: Course fee is \$255.00	TuTh 6:30-7:45pm 2 Credits 321553
AF 211 Managerial Accounting	M 6:30-9:00pm 3 Credits 319807
Anth C100 Culture and Human Behavior	W 6:30-9:00pm 3 Credits 320557
Biol 108 Introduction to Nutrition	W 6:30-9:00pm 3 Credits 322101
Biol 111 General Biology I Lab fee: \$20.00	TuTh 6:00-9:00pm 4 Credits 322305
Biol 112 General Biology II Lab fee: \$20.00	MW 6:00-9:00pm 4 Credits 322559
Chem 107 Introduction to Chemistry I Lab fee: \$35.00	MW 6:00-9:00pm 4 Credits 322753
Engl 101 Freshman English I	TuTh 6:30-7:45pm 3 Credits 324454
Engl 102 Freshman English II	MW 6:30-7:45pm 3 Credits 324755
Engl 201 Five Major British Writers	M 6:30-9:00pm 3 Credits 325507
Hist 112 Modern Western Civilization	Tu 6:30-9:00pm 3 Credits 326503
Math 110** Basic Algebra	Tu 6:20-9:10pm 3 Credits 328204
Math 125** Elementary Statistics	Th 6:20-9:10pm 3 Credits 328458
Phil C108 Moral and Social Problems	Th 6:30-9:00pm 3 Credits 330853
PolSci 122 Government and Politics of the United States	Tu 6:30-9:00pm 3 Credits 331956
Psych 101 Introductory Psychology	W 6:30-9:00pm 3 Credits 332457
Psych 242 Adolescence	W 6:30-9:00pm 3 Credits 333102

Sociol C103 American Society—Socioeconomic Aspects	Th 6:30-9:00pm 3 Credits 333704
Span 106 Basic Spanish for Communication II Lab fee: \$10.00	M 6:30-9:00pm 3 Credits 335251

Copley Square, Boston

Muriel S. Snowden
International School
150 Newbury Street

On-site Registration: Classes Begin:	September 3, 6:00-8:00pm Week of September 9
Academic Skills 034 Fundamentals of Algebra Note: Course fee is \$255.00	MW 6:00-7:15pm 2 Credits 321600
AF 201 Personal Finance	Th 6:00-8:30pm 3 Credits 319302
AF 210 Financial Accounting	M 6:00-8:30pm 3 Credits 319556
AmSt C206 The Sixties	Th 6:00-8:30pm 3 Credits 320109
Anth 103 Introduction to Cultural Anthropology	W 6:00-8:30pm 3 Credits 320955
Biol 101 Basis of Life	W 6:00-8:30pm 3 Credits 321854
Econ 102 Introduction to Macroeconomics	Tu 6:00-8:30pm 3 Credits 323351
Econ 331 Money and Financial Institutions	Th 6:00-8:30pm 3 Credits 323759
Engl 101 Freshman English I	MW 6:00-7:15pm 3 Credits 324404
Engl 102 Freshman English II	TuTh 6:00-7:15pm 3 Credits 324852
Engl Z106 Oral Communication	Tu 6:00-8:30pm 3 Credits 325109
Engl C210 Introduction to Creative Writing	M 6:00-8:30pm 3 Credits 324153
Hist C101 The Individual in History	Tu 6:00-8:30pm 3 Credits 326105
Math 110** Basic Algebra	W 6:00-8:45pm 3 Credits 328107
Math 125** Introductory Statistics	Tu 6:00-8:45pm 3 Credits 328505
MGT 130 Introduction to Business	W 6:00-8:30pm 3 Credits 328903
Phil 100 Introduction to Philosophy	M 6:00-8:30pm 3 Credits 331100
PolSci C123 Political Ideas of the Twentieth Century	W 6:00-8:30pm 3 Credits 331752
Psych 101 Introductory Psychology	Tu 6:00-8:30pm 3 Credits 332407
Psych 250 Learning and Memory	M 6:00-8:30pm 3 Credits 333306
Sociol 382 Social Psychology of Sex Roles: Men and Women in Society	Th 6:00-8:30pm 3 Credits 334506
Span 106 Basic Spanish for Communication II Lab fee: \$10.00	Th 6:00-8:30pm 3 Credits 335201

Hanover

South Shore Regional
Vocational High School
Webster Street

No on-site registration:	Advance registration by mail or telephone only. Week of September 9
Classes Begin:	
OccEd 201 Fundamentals of Occupational Education	M 5:00-7:30pm 3 Credits 336257
OccEd 202 Management of the Vocational Education Environment	M 7:30-10:00pm 3 Credits 336508
OccEd 203 Teaching Methods in Vocational Education I	Tu 5:00-7:30pm 3 Credits 336752
OccEd 205 Curriculum Development in Occupational Education	Tu 7:30-10:00pm 3 Credits 337009
OccEd 206 Supervised Internship Note: Course fee is \$285.00	W 5:00-7:30pm 3 Credits 337253

Wakefield

Northeast Metropolitan Regional
Vocational High School
Hemlock Road

No on-site registration:	Advance registration by mail or telephone only. Week of September 9
Classes Begin:	
OccEd 201 Fundamentals of Occupational Education	M 7:30-10:00pm 3 Credits 336304
OccEd 202 Management of the Vocational Education Environment	M 5:00-7:30pm 3 Credits 336558
OccEd 203 Teaching Methods in Vocational Education I	Tu 5:00-7:30pm 3 Credits 336809
OccEd 205 Curriculum Development in Occupational Education	Tu 7:30-10:00pm 3 Credits 337059
OccEd 206 Supervised Internship Note: Course fee is \$285.00	W 5:00-7:30pm 3 Credits 337300

West Roxbury

West Roxbury High School
1205 V.F.W. Parkway

On-site registration: Classes Begin:	September 3, 6:00-8:00pm* Week of September 9
AF 201 Personal Finance	Tu 6:30-9:00pm 3 Credits 319352
AmSt C206 The Sixties	M 6:30-9:00pm 3 Credits 320052
Anth 102 Introduction to Archaeology and Biological Anthropology	Tu 6:30-9:00pm 3 Credits 320751
Biol 111 General Biology I Lab fee: \$20.00	MW 6:00-9:00pm 4 Credits 322355
Chem 200 Nutrition	W 6:30-9:00pm 3 Credits 322957
Engl 101 Freshman English I	MW 6:30-7:45pm 3 Credits 324551
Engl Z106 Oral Communication	Tu 6:30-9:00pm 3 Credits 325052
Engl 206 Six American Authors	Th 6:30-9:00pm 3 Credits 325701

Save time!

Register now by mail,
telephone, or FAX.

See page 3 for details.

Schedule (continued)

MGT 130 Introduction to Business	M 6:30-9:00pm 3 Credits 328953
Nurs 314 Pharmacology	Th 6:30-9:00pm 3 Credits 330455
Phil 222 Moral Issues in Medicine	Th 6:30-9:00pm 3 Credits 331508
Psych 215 Psychopathology	W 6:30-9:00pm 3 Credits 332708
Social 480 Drugs and Society	W 6:30-9:00pm 3 Credits 334700
Span 105 Basic Spanish for Communication I Lab fee: \$10.00	Th 6:30-9:00pm 3 Credits 334904
WoSt C100 Women and Society	Tu 6:30-9:00pm 3 Credits 335659

UMass/Boston Harbor Campus Boston, MA

On-site registration: M-Th 8:30am-6:00pm; F 9:00am-4:00pm; Division of Continuing Education Office, Wheatley Hall, 2nd Floor, Room 203. Please note deadlines in academic calendar on page 2.

Classes Begin: September 14

Please note: Room location codes for the Harbor Campus, which follow the course titles in the list below, refer to buildings, floors, and room numbers, in that order. "M" designates McCormack Hall; "W" is Wheatley Hall. Examples: M/2/618 refers to McCormack Hall, 2nd floor, room 618. M/3/618 refers to McCormack Hall, 3rd floor, room 618. Please note that a room number may be found on more than one floor in the same building. The room number (in this case, 618) does not indicate what floor the room is on.

AF 210 Financial Accounting M-2-205	S 8:30-11:00am 3 Credits 319603
AF 211 Managerial Accounting M-2-423	S 8:30-11:00am 3 Credits 319857
AmSt 204 The Forties M-2-423	S 11:30am-2:00pm 3 Credits 320303
Anth C100 Culture and Human Behavior M-2-624	S 8:30-11:00am 3 Credits 320507
Anth Z280 The Middle East After the Gulf War M-3-617	S 11:30am-2:00pm 3 Credits 321171
Art 202 Renaissance to Modern Art M-3-407	S 11:30am-2:00pm 3 Credits 321359
Biol 101 The Basis of Life M-2-420	S 8:30-11:00am 3 Credits 321804
Biol 108 Introduction to Nutrition M-2-116	S 8:30-11:00am 3 Credits 322054
Econ 101 Introduction to Microeconomics M-2-206	S 8:30-11:00am 3 Credits 323157
Econ 201 Microeconomic Theory M-3-617	S 8:30-11:00am 3 Credits 323555

Engl 101 Freshman English I M-2-421	S 8:30-11:00am 3 Credits 324501
Engl 102 Freshman English II M-2-420	S 11:30am-2:00pm 3 Credits 324802
Engl 200 Practical Criticism M-2-415	S 8:30-11:00am 3 Credits 325303
Engl C204 The Nature of Literature: Fiction M-2-421	S 11:30am-2:00pm 3 Credits 323953
Engl C210 Introduction to Creative Writing M-2-415	S 11:30am-2:00pm 3 Credits 324200
GES 101 Global Environment M-2-616	S 8:30-11:00am 3 Credits 325905
Hist 111 Foundations of Western Civilization M-2-621	S 8:30-11:00am 3 Credits 326309
Hist 266 American History II M-2-621	S 11:30am-2:00pm 3 Credits 326707
Ling 151 Elementary American Sign Language I (Sept 10-Oct 24) W-2-125	TuTh 6:00-9:00pm 3 Credits 327703
Ling 152 Elementary American Sign Language II (Oct 29-Dec 19) W-2-125	TuTh 6:00-9:00pm 3 Credits 327907
Ling 153 Elementary American Sign Language III (Sept 9-Oct 30) W-1-051	MW 6:00-9:00pm 3 Credits 327949
Math 110** Basic Algebra M-2-208	S 8:30-11:15am 3 Credits 328157
Math 125** Introductory Statistics M-2-417	S 8:30-11:15am 3 Credits 328408
Math 130** Pre-Calculus M-2-207	S 8:30-11:15am 3 Credits 328709
Music C111 Introduction to Music M-2-404	S 11:30am-2:00pm 3 Credits 329153
PE 221 First Aid/CPR Note: Course fee is: \$180.00 M-2-624	S 11:30am-2:00pm 2 Credits 330675
Phil 100 Introduction to Philosophy M-2-209	S 11:30am-2:00pm 3 Credits 331053
PolSci C123 Political Ideas of the Twentieth Century M-2-211	S 11:30am-2:00pm 3 Credits 331702
PolSci 220 International Relations M-2-211	S 8:30-11:00am 3 Credits 332156
Psych 101 Introductory Psychology M-2-214	S 11:30am-2:00pm 3 Credits 332350
Psych 215 Psychopathology M-2-213	S 8:30-11:00am 3 Credits 332651
Psych 241 Infancy and Childhood Development M-2-213	S 11:30am-2:00pm 3 Credits 332902
RelStd C122 Varieties of Religious Experience M-2-209	8:30-11:00am 3 Credits 333526

Sociol 101 Introduction to Sociology M-2-214	S 8:30-11:00am 3 Credits 333908
Sociol 321 Race and Ethnic Relations M-2-207	S 11:30am-2:00pm 3 Credits 334108
Social 368 Alcoholism: Etiology and Epidemiology To be announced	S 8:30-11:00am 3 Credits 334302
Span 105 Basic Spanish for Communication I Lab fee: \$10.00 M-2-419	S 8:30-11:00am 3 Credits 334954
Span 106 Basic Spanish for Communication II Lab fee: \$10.00 M-2-419	S 11:30am-2:00pm 3 Credits 335154
ThrArt Z125 Speech and Movement M-2-616	S 11:30am-2:00pm 3 Credits 335455
WoSt 220 Women and the Media M-2-428	S 11:30am-2:00pm 3 Credits 335853
WoSt 250 Women and Aging M-2-428	S 8:30-11:00am 3 Credits 336053

*For your convenience, you may register at this site for courses offered here or at any other location.

**Mathematics Diagnostic Test

Appropriate preparation is especially important for students taking mathematics and computer science courses, and the University wants to be certain that students in these courses have the math skills they need for success. Before registering for introductory courses in either mathematics (through first-semester calculus) or computer science, all UMass/Boston students must demonstrate their skills by taking a diagnostic test. The University uses this test to place students in the courses that will serve them best.

The diagnostic test may be taken at off-campus locations during walk-in registration periods as designated in the schedule on page 3. It can also be taken on UMass/Boston's Harbor Campus in McCormack Hall, 3rd floor, room 617, on the dates and during the time periods listed below. Students should allow at least one hour for the test; there is no fee.

Date/Day	Time
August 27 (Tu)	1:00-4:00pm
August 28 (W)	10:00am-1:00pm, 3:00-7:00pm
August 29 (Th)	11:00am-2:00pm
September 3 (Tu)	10:00am-1:00pm, 5:00-7:00pm
September 4 (W)	10:00am-1:00pm, 5:00-7:00pm

Academic Standing

Matriculated Students

A matriculated student who has been dismissed or suspended, or who is on academic probation, may not register for Continuing Education courses, and may not enroll as a non-matriculated student. For more complete information regarding retention, please refer to the "Academic Regulations" section of the UMass/Boston undergraduate catalog.

Non-Matriculated Students

All non-matriculated students are subject to the following minimum retention standards:

Total UMass/Boston credits	Minimum cumulative average
1-11	1.75
12 and above	2.00

A non-matriculated student who does not meet these retention standards shall be dismissed from the University. All appeals for reinstatement should be directed to the Faculty Council Committee on Standards and Credit. The materials required for such an appeal are:

- a typed letter of appeal stating
 - the reasons leading to the academic standing;
 - the student's academic goals; and
- transcripts from other schools attended.

A letter of recommendation from a UMass/Boston faculty member, accompanying these materials, is optional.

Materials should be submitted to: Faculty Council Committee on Standards and Credit, Office of Registration and Records, University of Massachusetts at Boston, Harbor Campus, Boston, MA 02125-3393.

The deadlines for submitting reinstatement appeals are June 1 for summer or fall registration and November 1 for spring registration.

Further Information: Continuing Education Courses

Adding and Dropping Courses

Any student may add or drop courses before the Add/Drop deadline (see Academic Calendar). The student must obtain an Add/Drop form from the Continuing Education Office at the Harbor Campus (Wheatley Hall, 2nd floor, room 203), have the form signed by the instructors of the courses involved, and return the form to the Continuing Education Office.

Withdrawing from Courses

Any student withdrawing from a course after the Add/Drop deadline (see Academic Calendar) will receive a grade of "W" for that course. Withdrawal forms are available at the Continuing Education Office (Wheatley Hall, 2nd floor, room 203). Failure to submit a withdrawal form before 4:00pm on the last day of the withdrawal period will result in a grade of "F."

Refunds

A student who withdraws from a course will be granted a refund according to the schedule below. Non-attendance does not constitute withdrawal. Students withdrawing from either credit or non-credit courses must file a valid withdrawal form with the Continuing Education Office.

For courses scheduled for ten or more class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	90% Refund
Withdrawal before the third class meeting	50% Refund
Withdrawal after the third class meeting	No Refund

For courses scheduled for 6-9 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal before the second class meeting	80% Refund
Withdrawal after the second class meeting	No Refund

For courses scheduled for 1-5 class meetings:

Withdrawal before the first class meeting	100% Refund
Withdrawal after the first class meeting	No Refund

Whenever a refund is due, either because the student wishing the refund has withdrawn from a course or because the University has canceled the course, the student must initiate the refund procedure by notifying the Continuing Education Office. Refunds will not be processed until after the Add/Drop period. The amounts of all refunds are computed on the basis of withdrawal dates established by the Office of Registration and Records. If a student has made a payment with Master Card or VISA, the refund must be returned as a credit to the student's Master Card or VISA account. Unless a course has been canceled by the University, the \$20 registration fee is not refundable. Please allow six to eight weeks for the processing of any refund.

Cancellations of Under-Enrolled Courses

The Division of Continuing Education is supported by student course fees. No state funding is available to help the Division of Continuing Education pay faculty salaries and meet overhead expenses. The Division must therefore cancel under-enrolled courses. Before classes begin each term—generally during the week after the regular registration deadline—the Division projects enrollments according to the numbers of students already registered and decides whether to cancel courses that may be under-enrolled. The Division makes every effort to offer courses in which there is a clear interest and, whenever courses are approaching minimum enrollment, postpones cancellation decisions until the first meeting of those courses. However, students are encouraged to register early. There is no risk of cancellation when courses are fully enrolled by the end of the regular registration period. Any student who has registered for a course that is canceled may register for another course or request a refund. The course fee will be refunded in full to any student who has paid for a canceled course and does not wish to register for another course in its place. If all courses for which the student has registered are canceled, service fees will also be refunded.

Emergency Cancellations of Classes

When classes and activities held at the Harbor Campus or Downtown Center are canceled because of snow or other emergencies, the University will announce cancellations beginning at 6:00am on radio stations WBZ-AM (1030), WHDH-AM (850), WEEI-AM (590), WEZE-AM (1260), and WBCN-FM (104.1). WCVB-TV (Channel 5) will also carry cancellation announcements 6:00-7:00am, Monday through Friday.

Students taking classes at off-campus sites should listen for radio announcements concerning closing of those locations.

Books

Books for all credit courses offered on or off campus may be purchased at the UMass/Boston bookstore. The bookstore is located in the Robert H Quinn Administration Building at UMass/Boston's Harbor Campus. The bookstore is open Monday-Thursday, 8:30am-6:00pm; Friday, 8:30am-5:00pm. At the beginning of the semester additional evening and Saturday hours are scheduled. For further information, call 287-5090.

Transcripts

All students who wish transcripts sent to other schools must complete transcript request forms in the Office of Registration and Records in the Quinn Administration Building. The cost of an official transcript is \$2.00.

ID Cards

All on-campus students are required to carry ID cards. Continuing Education students not paying all University student service fees may obtain special ID cards for the use of on-campus libraries. These cards do not entitle the bearer to the use of athletic facilities or health services, or to student activities that require the payment of additional fees. Cards may be obtained at the Harbor Campus through the Department of Student Life (Wheatley Hall, 4th floor, room 178) during the following hours: Monday through Thursday 9:30am-12:00noon; 1:00-4:00pm; 5:00-6:00pm. The Office will also be open on the first two Saturdays of the semester from 10:00am until 2:00pm. The charge is \$2.00. The ID card fee will be included in the tuition bill of students registered for courses offered through state-funded programs (including all Extended Day courses). These students are not required to pay separately for ID cards.

Graduate Study in Library and Information Studies

The Program

By arrangement with the Graduate School of Library and Information Studies of the University of Rhode Island, UMass/Boston's Division of Continuing Education offers courses each semester that meet the requirements for a University of Rhode Island master's degree in library and information studies (MLIS). The MLIS degree requires 42 hours of credit, of which 24 hours may be completed in Boston. Eighteen hours must be completed at the University of Rhode Island's Kingston campus. To be eligible for the degree program, students must possess a bachelor's degree from an accredited college or university with a grade point average of B or better. It is not necessary to be enrolled in the degree program to take courses: the Graduate School of Library and Information Studies encourages library employees interested in continuing education to enroll in one or more courses. However, a bachelor's degree is still required for enrollment on that basis. The program leading to the MLIS degree is accredited by the American Library Association; the School Library Media Specialist Program is accredited by the National Association of State Directors of Teacher Certification (NASDTEC) and approved by the Interstate Certification Compact states.

For more information about the Graduate Program in Library and Information Studies, please write or call Fay Zipkowitz, Assistant to the Director for Regional Studies, Graduate School of Library and Information Studies, University of Rhode Island, Rodman Hall, Kingston, RI 02881; 401 792-2947.

The courses listed below are presently being offered at UMass/Boston's Harbor Campus:

LSC 501

Foundations of Library and Information Science

- This overview of the field examines the language and literature of librarianship; the history and functions of libraries; the nature of various types of libraries; the profession itself, operations, and the new technologies.

Sept 9-Dec 16, M 6:00-8:30pm,
Harbor Campus, 3 University of
Rhode Island graduate credits,
Sched No 50501-41

LSC 521

Public Library Service

- Evaluation of services offered by public libraries, their effect on the public served, and some alternative solutions to problems.

Prerequisite: LSC 502

Sept 11-Dec 18, W 6:00-8:30pm,
Harbor Campus, 3 University of
Rhode Island graduate credits,
Sched No 50521-41

- The fee for each course is \$465.00. To register, please use the Registration Form for Special Programs in this Bulletin. For further information about these and other library and information studies courses offered in Boston through this program, please write or call the Division of Continuing Education, University of Massachusetts at Boston, Harbor Campus, Boston, MA 02125-3393, 617 287-7900.

Special Programs

The special programs offered by the Division of Continuing Education serve various business and professional groups, individuals seeking instruction in specialized fields, and those who wish simply to explore new areas of interest.

Among the special offerings this semester are University of Rhode Island credit courses at the graduate level leading to the master's degree in library and information studies.

The Division also conducts a range of special non-credit programs. Courses offered through these programs are taught by specialists selected by the University for their acknowledged expertise in particular areas. Special non-credit programs maintain the same high standards as all other University programs. Many non-credit offerings carry Continuing Education Units (CEUs). The CEU is a nationally recognized standard unit measuring participation in non-credit programs. Although it does not imply academic credit, transcripts of CEUs are permanently maintained by the University and may be used to document continuing education to employers, academic institutions, and other appropriate agencies.

Many programs are the result of the Division's cooperation with groups and institutions in the larger community. The Division can also assist professional groups in organizing and conducting conferences, workshops, and seminars, and welcomes proposals or suggestions for additional activities it might sponsor. For additional information about how Continuing Education might help your group, please contact A Collins Jenko at 617 287-7900.

How to Register

For your convenience, registration for the Division of Continuing Education's non-credit programs, and for courses in Library and Information Studies, is conducted primarily by mail, telephone, or FAX. To register by mail, use the form on this page. To register by telephone or FAX, you must charge fees to a MasterCard or VISA account. To register by telephone, please call 617 287-7916; to register by FAX, the number to use is 617 287-7922. To avoid paying a \$25.00 late fee, you must register at least one week prior to the course starting date.

Students who would rather register in person may do so at the Division of Continuing Education's office at the Harbor Campus (Wheatley Hall, 2nd Floor, Room 203) during the following times: M-Th, 8:30am-6:00pm; F, 9:00am-4:00pm. Please note that cash payments can be accepted only at the Bursar's Office at the Harbor Campus (Robert H Quinn Administration Building, 2nd Floor; M-F, 9:00am-3:30pm). The Bursar's Office will give you a receipt, which you must submit with your registration form.

No matter how you register, you will receive written confirmation of your registration about a week before your course or program begins.

A student who withdraws from a non-credit course will be granted a refund according to the schedule and procedures outlined on page 10.

Veterans, senior citizens, and state employees will be granted waivers according to the course fee waiver and remission policy described on page 4.

If you have any further questions, call us at 617 287-7900.

Registration Form Non-credit courses

Please be sure to provide the numbers requested below. They are needed for coding purposes.

Social Security #: _____ Date _____

Name _____

Address _____

Daytime Phone: (_____) _____

Evening Phone: (_____) _____

Course Selections _____

Sched. No. _____ Start Date _____ Title _____ Fee _____

Descriptions of Non-Credit Special Programs

Alcoholism/Chemical Dependency Treatment Services: A Professional Development Sequence

The Alcoholism/Chemical Dependency Treatment Services Program is designed for those working or interested in working in the treatment of alcoholism/chemical dependency. Participants will:

- acquire classroom and field experience in the various approaches to treating alcoholism/chemical dependency;
- become familiar with the management and operation of alcoholism/chemical dependency rehabilitation and detoxification centers;
- learn how to assess community needs and how to act as leaders in alcoholism/chemical dependency treatment services and administration.

The program consists of five required courses and a required practicum (which includes a required pre-practicum workshop). Each course carries three Continuing Education Units (CEUs); the pre-practicum workshop carries two CEUs; the practicum carries ten CEUs. Each participant completing the program receives a certificate.

Please note: All persons wishing to register for courses offered through the Alcoholism/Chemical Dependency Treatment Services program must obtain prior approval from the program director.

Psychopharmacology

•
Prerequisite: Permission of program director
Sept 10-Dec 17, Tu 7:30-9:30pm, Sched No 96569-41, 3 CEUs, Fee: \$270.00

Family Alcoholism and Chemical Dependency Treatment

•
Prerequisite: Permission of program director
Sept 10-Dec 17, Tu 5:00-7:30pm, Sched No 96565-41, 3 CEUs, Fee: \$270.00

The Use of Alcohol and Other Drugs in Society

•
Prerequisite: Permission of program director
Sept 7-Dec 14, S 9:00-11:00am, Sched No 96550-41, 3 CEUs, Fee: \$270.00

Counseling the Alcoholic and Other Chemically Dependent Persons

•
Prerequisite: Permission of program director
Sept 7-Dec 14, S 1:00-3:00pm, Sched No 96551-41, 3 CEUs, Fee: \$270.00

The Delivery of Alcoholism/Chemical Dependency Treatment Services

•
Prerequisite: Permission of program director
Sept 7-Dec 14, S 11:00am-1:00pm, Sched No 96552-41, 3 CEUs, Fee: \$270.00

Pre-Practicum Workshop

•
Prerequisite: Permission of program director
By arrangement with program director, Sched No 96549-41, 2 CEUs, Fee: \$220.00

Practicum in Alcoholism/Chemical Dependency Rehabilitation

•
Prerequisite: Permission of program director
By arrangement with program director. First meeting: Saturday, September 7, 9:00 am, Sched No 96561-41, 10 CEUs, Fee: \$900.00

Related Courses Spring Semester Only

Group Treatment of Addictions

•
The treatment of choice for addictions is group therapy. This course examines the dynamics which explain the effectiveness of group therapy for the treatment of addictions. Participants receive instruction and experience in the facilitation of these processes within a group.

This course, although not required for the certificate in Alcoholism/Chemical Dependency Treatment Services, is strongly recommended for persons working in the treatment of alcoholism/chemical dependency. The course is taught by Leroy Kelly, MA.

Employee Assistance Programming

•
This course provides an introduction to employee assistance programs (EAPs), an overview of such programs, and some approaches to initiating and managing them. It deals with the history of both internal and external EAPs, and with how to decide which one is most appropriate for a given situation. Topics also include the development and implementation of programs; staffing; record keeping; establishing community referral networks; managerial and supervisory training; the role of labor unions; the relationship of the EAP to corporate management and to unions; program evaluation; professional organizations; certification of and criteria for EAP managers; and comparisons of EAPs with managed health care and preferred provider organizations, especially as to cost effectiveness and benefit management.

This course, although not required for the certificate in Alcoholism/Chemical Dependency Treatment Services, is strongly recommended for persons working in the treatment of alcoholism/chemical dependency. The course is taught by John Durgin, community services representative at ADCARE Hospital, Worcester, MA.

Further information about registration requirements or about any other aspect of the program is available from Jack Shea, Director, Alcoholism/Chemical Dependency Treatment Services Program, Division of Continuing Education, University of Massachusetts at Boston, Downtown Center, Boston, MA 02125-3393, 617 287-7290.

Related Courses Fall Semester Only

Recreation and Leisure Options for the Alcohol and Chemically Dependent Person

•
Alcohol and drugs have often served as a harmful form of recreation; thus, people in recovery need new forms of recreation to keep them sober. The purpose of this course is to define and understand the meaning and function of recreation and leisure as a way of enhancing the treatment and recovery process. The course demonstrates techniques of assessing leisure needs, defining problem areas, and planning strategies to assist in developing lifestyle changes. The class is interactive. Students examine personal leisure attitudes, values, and behaviors. The course is geared toward using leisure and recreation education as an intervention essential to support a sober lifestyle and to assist in preventing relapse.

This course, although not required for the certificate in Alcoholism/Chemical Dependency Treatment Services, is strongly recommended for persons working in the treatment of alcoholism/chemical dependency. The course is taught by Oce Harrison, MEd, Certified Recreation Specialist.

Sept 11-Dec 18, W 5:30-7:30pm, Sched No 96567-41, 3 CEUs, Fee: \$270.00

Eating Disorders and the Chemically Dependent Person

•
This course provides an overview of eating disorders, focusing on the history, causes, psychological considerations, resources and treatment of anorexia nervosa, bulimia, and compulsive overeating, as these can affect the chemically dependent person.

This course, although not required for the certificate in Alcoholism/Chemical Dependency Treatment Services, is strongly recommended for persons working in the treatment of alcoholism/chemical dependency. The course is taught by Ann F Smith, MEd, CAGS, a certified alcoholism counselor, who is employed as an outpatient therapist with High Point of Plymouth, MA, and as a privately practicing therapist.

Sept 11-Dec 18, W 7:30-9:30pm, Sched No 96568-41, 3 CEUs, Fee: \$270.00

The Auditor's Institute

A collaborative training program co-sponsored by the Division of Continuing Education and the Office of the State Auditor, the Institute is committed to providing persons interested in government and associated private-sector operations with the tools needed to promote the sound and efficient management of public resources.

The Institute offers programming related to human service management, as well as various topics in governmental auditing. The Institute welcomes requests for further information concerning its programs, as well as suggestions for new offerings. Further information about the Auditor's Institute is available from Jack Hughes, Director of Professional Training Programs, Division of Continuing Education, University of Massachusetts at Boston, Downtown Center, Boston, MA 02125-3393, 617 287-7290.

Graduate Test Preparation Courses

Developed in cooperation with the Office of Career Services, these review courses provide intensive classroom sessions covering all sections of each exam. Each course involves extensive exam practice, including a full-length practice test given under exam conditions. These courses have been scheduled in advance of the dates of tests for which students are preparing. Enrollment is limited. Please register early.

Review for the Graduate Record Examination (GRE)

•
Review for the October 12 GRE Sept 3-Oct 10, TuTh 6:00-9:00pm, Sched No 10000-41, Fee: \$275.00
Review for the December 14 GRE Nov 5-Dec 12, TuTh 6:00-9:00pm, Sched No 10000-42, Fee: \$275.00

Review for the February 1 GRE Dec 17-Jan 30, TuTh 6:00-9:00pm, Sched No 10000-43, Fee: \$275.00

Review for the Graduate Management Admission Test (GMAT)

•
Review for the October 19 GMAT Sept 9-Oct 16, MW 6:00-9:00pm, Sched No 10002-41, Fee: \$275.00
Review for the January 18 GMAT Dec 2-Jan 15, MW 6:00-9:00pm, Sched No 10002-42, Fee: \$275.00

Review for the Law School Admission Test (LSAT)

•
Review for the October 5 LSAT Aug 27-Oct 3, TuTh 6:00-9:00pm, Sched No 10001-41, Fee: \$275.00
Review for the December 7 LSAT Oct 24-Dec 15, TuTh 6:00-9:00pm, Sched No 10001-42, Fee: \$275.00

Special Saturday section Oct 26-Nov 30, Sat 8:30am-1:30pm, Sched No 10001-43, Fee: \$275.00



For more information...
If you have questions about the University, the Division of Continuing Education, career or academic planning, call Mary Lang Crumlin at 287-7900.

Non-Credit Special Programs (continued)

Microcomputer Workshops

These practical, hands-on workshops are designed to introduce new users to IBM-PC (or compatible) personal computers, or to build on previously acquired fundamental skills. Participants in these workshops have additional access to the microcomputer lab outside class time for self-directed practice of material covered during class.

Please note: These workshops are open to matriculated, non-matriculated, and certificate students. For students in UMass Boston's College of Arts and Sciences, they can provide assistance toward completion of the CAS certification in computer competence.

Introductory Personal Computer Literacy

This workshop presents an overview of the operating system of the IBM-PC (or compatible) and introduces the novice to basic applications: word processing, spreadsheets, business graphics, database management, and communications. No previous microcomputer experience is required.

Oct 5-19, Sat 9:30am-1:00pm,
Harbor Campus, Healey Library,
Mr DiGuardia, Sched No 89995-41,
Fee: \$200 (plus \$25 lab fee)

Introduction to WordPerfect on the IBM-PC

Basic word-processing skills using WordPerfect on the IBM-PC. Topics include creating, saving, and editing documents; use of insert, copy, move, delete, and spell-checking functions; formatting and printing files. Some advanced features, such as merge printing and macros, are covered, as time permits. No microcomputer or word processing experience is required, but participants should be familiar with the typewriter keyboard. Limited enrollment.

Sept 14-28, Sat 9:30am-1:00pm,
Harbor Campus, Healey Library,
Mr Butler,
Sched No 89998-41,
Fee: \$200.00 (plus \$25 lab fee)

Introduction to Lotus 1-2-3 on the IBM-PC

An explanation of electronic spreadsheets using Lotus 1-2-3. Topics include creating, saving, retrieving, and printing arithmetic models (budgets, income/expense statements, grade lists). No PC or computing experience is required. Limited enrollment.

Oct 26-Nov 9, Sat 9:30am-1:00pm, Harbor Campus,
Healey Library, Mr Kelly,
Sched No 89999-61,
Fee: \$200.00 (plus \$25 lab fee)

Intermediate Lotus 1-2-3 on the IBM-PC

Exploration of sophisticated Lotus 1-2-3 features: creating and printing graphs, database applications, functions, table handling, and macros. Participants are expected to have completed Introduction to Lotus 1-2-3, or to be familiar with basic Lotus functions. Limited enrollment.

Nov 16-30, Sat 9:30am-1:30pm,
Harbor Campus, Healey Library,
Mr Kelly,
Sched No 89996-51,
Fee: \$200.00 (plus \$25 lab fee)

New Program! Paralegal Studies

The Program in Paralegal Studies provides high quality training for men and women seeking entry to this growing field, and offers professional growth for those already working in the field. Each course in the program carries three Continuing Education Units (CEUs).

Participants completing the program receive a certificate.

Courses offered this semester are:

Concepts in Paralegal Studies

This course describes paralegal services as they relate to the courts, government agencies, the general public and private law firms, and covers methods of motion and document drafting and filing. It is designed to familiarize the student with the procedures utilized by the various federal and state courts and agencies with particular attention to the methods of case preparation and presentation at hearings as well as civil litigation. The course also provides a survey of the forms used and their purposes.

Prerequisite: permission of the program director.

Sept 10-Nov 11, Tu 6:00-9:00pm,
Downtown Center,
Sched No 31000-41,
Fee: \$375.00 (plus \$15 registration fee per term)

Administrative Law

This course consists of two parts. The first part will examine the origins of the processes by which the executive branch, its administrative department and independent agencies of government make and enforce regulations and will study the history of the balancing of administrative discretion and its abuse in that process. Emphasis will be placed on the relationship between goals of government and the nature of specific administrative regulations as well as constitutional limitations. The second part of the course will examine the specific procedure in administrative hearings from initial notice to judicial review.

Prerequisite: Concepts in Paralegal Studies.

Sept 9-Nov 25, M 6:00-9:00pm,
Downtown Center,
Sched No 32010-41,
Fee: \$375.00 (plus \$15 registration fee per term)

Probate Problems and Procedures

This course covers the fundamentals of family law, wills and estates, and trusts, as they relate to procedural probate law in the context of petitions for divorce, separate support, contempt, modifications, annulments, custody matters, probate of wills, statutory equity jurisdiction, and the various rights and duties of court-created fiduciary relationships. Discussion also focuses on practice skills and techniques employed from the initial client interview through the closing of the probate matter. The course covers the preparation of all selected forms to accord with court procedure. Students prepare and present mock hearings on specific probate problems.

Prerequisite: Concepts in Paralegal Studies.

Sept 11-Nov 12, W 6:00-9:00pm,
Downtown Center,
Sched No 31010-41,
Fee: \$375.00 (plus \$15 registration fee per term)

Law of Real Property

This course acquaints the student with a detailed approach to a spectrum of real estate problems. Topics include purchase and sales agreements; leases; deeds; mortgages; cooperatives; condominiums; trusts; single and small multi-family real estate closings; landlord/tenant problems; rent control; summary process; government assisted mortgages (FHA, MHFA, VA, etc.); both single and multi-family commercial real estate transactions, and the modes of structuring them.

Prerequisite: Concepts in Paralegal Studies.

Sept 12-Nov 13, Th 6:00-9:00pm,
Downtown Center,
Sched No 31020-41,
Fee: \$375.00 (plus \$15 registration fee per term)

Participants seeking additional information about the program or application materials should contact:

Claire Taylor
University of Massachusetts
at Boston
Division of Continuing Education
Downtown Center
Boston, MA 02125-3393
Tel 617 287-7290
Fax 617 287-7922

New Program! Corporate and Promotional Communication

This program is designed for anyone wishing to acquire or improve the skills needed to create attractive and effective promotional and corporate communication materials. In conjunction with the University's Cooperative Education/Internship Office, the program offers real-life experience to participants who work on projects contracted by actual clients. In addition to offering the opportunity for skill development, the program provides participants with sample pieces for their portfolios and access to a network of potential employers.

Courses offered this semester are:

Basic News Writing

This course will focus on two basic journalistic skills: how to gather information and how to present it in a way that will attract and hold the reader's interest.

Prerequisite: permission of program director.

Sept 9-Nov 25, M 6:00-8:00pm,
Harbor Campus,
Sched No 27005-41,
Fee: \$195.00 (plus \$15 registration fee per term)

Newsletter Production

This course covers the fundamentals of creating a newsletter for a business or organization. The focus will be on hands-on training through writing, design, and production of a newsletter for a client. Topics include the basics of newsletter journalism, page layout using Aldus PageMaker on the Macintosh computer, and the features and costs of various production options.

Prerequisite: permission of program director.

Sept 10-Nov 26, Tu 6:00-8:00pm,
Harbor Campus,
Sched No 27020-41,
Fee: \$195.00 (plus \$15 registration fee per term)

Copy Editing and Proofreading

This course covers the fundamentals of copy editing and proofreading for those whose goal is to produce a newsletter or other small publication. The course also includes a review of basic English skills. Students learn through practical exercises how to ensure clear, concise copy.

Prerequisite: permission of program director.

Sept 12-Dec 5, Th 6:00-8:00pm,
Harbor Campus,
Sched No 27015-41,
Fee: \$195.00 (plus \$15 registration fee per term)

Participants seeking additional information about the program or application materials should contact:

Carole Remick
Coop/Internship Office
Room 613, 3rd floor,
McCormack Hall
UMass/Boston, Harbor Campus
Boston, MA 02125-3393
Tel 617 287-7932

Register Early!

Continuing Education classes often fill early.

Early registration helps assure that the course

you want will be available when you need it.

Why not mail, telephone, or fax your

course selections now?